



Feature M01: Mental Health Promotion

Part 2: Promote Mental Health Literacy

WELL v2™ pilot
Q1 2020 addenda

How to use this document:

This document is intended to serve as a guide on how to create educational materials required for Part 2: Promote Mental Health Literacy of Feature M01: Mental Health Promotion documentation. The level of detail provided by teams when creating this map is up to their discretion, as long as each of the requirements is sufficiently addressed.

- Part 2: Instructions have been provided to demonstrate how to create educational materials to meet the Feature requirements.

Note: The variable items are highlighted in yellow throughout the document.

The text is updated to the Q1 2020 version of WELL v2 pilot, which may vary from future versions of WELL v2.

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FEATURE M01: MENTAL HEALTH PROMOTION

PART 2: PROMOTE MENTAL HEALTH LITERACY EDUCATIONAL MATERIALS INSTRUCTIONS

Educational materials that address mental health literacy are made available to all employees at <<INSERT COMPANY NAME>>. Below are examples of methods of constructing the materials:

- A. Determine which type of educational materials will be most beneficial to your employees.
 - a. *Example: In-person - for a team that prefers a more interactive learning process:*
 - i. *Trainings - can be in-person or virtual*
 - b. *Example: Hard-copy communication - for a team that prefers to pick up hard-copy content and read it on their own time:*
 - i. *Brochures / Pamphlets - can be located in central employee areas for easy access*
 - c. *Example: Email / virtual content - for a team more likely to prefer their content digitally:*
 - i. *Videos - links can be sent to employees to view*
 - ii. *Newsletters - can be emailed*
 - d. *Example: Located in project - for a team that will best learn by seeing content on a regular basis in the built environment:*
 - i. *Posters - can be located in areas where employees frequent such as pantries, corridors, restrooms, etc.*
- B. Research the mental health materials that can be cited in the educational materials and address requirements a-c listed in the Feature requirements.

Create content using the following guidelines:

 - a. Ensure that Feature M01 Part 2 requirements a-c are clearly covered within the materials.
 - i. When submitting educational materials for review, consider submitting an annotated copy of the materials highlighting where requirements a-c are included within the materials (if the educational materials are included in a media like a video, which cannot easily be annotated, consider submitting a short narrative calling out where requirements a-c are covered within the educational materials.)
 - b. Ensure that education is culturally appropriate and literacy level appropriate.
 - i. *Example: If employees are primarily bi-lingual, consider providing the materials in multiple languages.*
 - ii. *Example: If employees are primarily college students, if there are visuals that include people, ensure that college students are represented.*
 - iii. *Example: If employees are diverse, ensure that people represented in the educational materials are also diverse.*

- c. For written materials, ensure that verbiage is clear and easy to read.
 - i. *Example: For written materials, use a font size that is large enough for the population to easily read.*
 - ii. *Example: For signage-type materials, ensure that signage is large enough to read comfortably from a typical occupant distance.*
- d. For spoken materials such as training sessions, consider providing participants with a follow-up summary of the training so that they can reference the material when they have questions.
 - i. *Example: Send a pdf of slides.*
 - ii. *Example: Send a recording of the session.*
 - iii. *Example: Send a link to a video of the recording.*
 - iv. *Example: Send a pdf summary of the main points of the session.*