



**mindhk**  
**香港心聆**

# **Training Brochure**

# Mind HK Training Team

Mind HK is committed to improving awareness and understanding of mental health in Hong Kong, and to removing the stigma surrounding it. We provide support and training programs based on global best practices, empowering anyone experiencing a mental health problem with the resources they need. Through collaborative research, Mind HK is leading the way in understanding mental health problems in the city and providing the right support and resources. For more information, please visit our website at [www.mind.org.hk](http://www.mind.org.hk).

Our Mind HK Training Team consists of staff members and clinical advisors who are experts in specific areas of the mental health field. Since our inception in November 2017, we have conducted over **400** training sessions, trained more than **24,000** individuals through our wide range of mental health courses. Our evidence-based best practices and clinically designed training programmes are regularly evaluated to ensure that our participants receive the most effective and relevant mental health training available with the highest standard of quality.

Please do not hesitate to contact us to learn about how Mind HK can meet your objectives and needs, and to support you in achieving your mental health training goals.

✉ Email: [training@mind.org.hk](mailto:training@mind.org.hk)

☎ WhatsApp: (+852) 5228 4035

☎ Office Tel: (+852) 3643 0869

🌐 [www.mind.org.hk/training](http://www.mind.org.hk/training)



# 4 Key Themes of Change



## Supporting Self

9-15 hours for 40 max pax

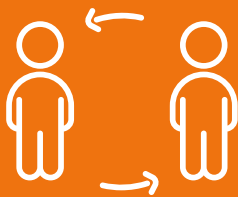
- ✓ Mental Health 101
- ✓ Managing Stress in the Workplace
- ✓ MindSkills: Psychological Strategy for Improved Wellbeing
- ✓ MindSkills: Positive Psychology



## Supporting Others

8-39 hours for 40 max pax

- ✓ Mental Health 101
- ✓ Managing Stress in the Workplace
- ✓ Supporting Colleagues Mental Health
- ✓ Supporting Staff Mental Health
- ✓ Leading a Mentally Healthy Workplace
- ✓ MindSkills: Emotional Support Skills
- ✓ Standard Mental Health First Aid



## Diversity & Inclusion

5 hours for 40 max pax

- ✓ Mental Health 101
- ✓ Allyship: Supporting LGBTQ+ Mental Health
- ✓ Managing Workplace Bullying



## Family Wellbeing

9-23 hours for 40 max pax

- ✓ Children and Youth Mental Health 101
- ✓ Fostering Family Wellbeing for Parents
- ✓ MindSkills: Emotional Support Skills for Parents
- ✓ Youth Mental Health First Aid

To start your journey in supporting your employees' mental health, we offer independent training workshops starting from Mental Health 101 (HK\$4,800 for 40 max pax). Our thematic solutions are available upwards of 15% off.

**Enquire now: [training@mind.org.hk](mailto:training@mind.org.hk)**

All of our training offerings are delivered by our Mind HK Trainers who are mental health professionals or trained staff members. You can visit [www.mind.org.hk/our-trainers](http://www.mind.org.hk/our-trainers) to learn more about our trainers' profiles.

# SUPPORTING SELF

Enhance personal resilience with our  
kickstarter programme

## WORKPLACE

Starter Pack / Full Journey

### Why Supporting Self?

In today's fast-paced workplace landscape, personal wellbeing and mental health often take a backseat. Recognising this critical need, our comprehensive training curriculum, 'Supporting Self in the Workplace', is designed to empower individuals with **crucial knowledge and practical skills to foster their mental health and overall wellbeing.**

### Who is this journey for?

This is for **any working individual who wishes to learn about the basics of mental health** and be able to **support themselves and gain resilience.**

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After the session, clients will be able to:



Grasp **key concepts of mental health**



Gain awareness on methods to  
**enhance your mental wellbeing**



Be equipped with basic skills to  
**manage stress and build resilience**

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## CONTACT US:



**Delivery mode:** Face-to-face (suggested) / Online

**Language:** Native Cantonese / Native English

**Course activities:** Interactive training sessions, role-plays, discussions

Reduced rates are available for NGOs. Please email [training@mind.org.hk](mailto:training@mind.org.hk) regarding eligibility.



#### About Mind HK

Mind HK is a mental health charity here to ensure no one has to face a mental health problem alone in Hong Kong. Through online resources, training and outreach campaign, our work help awareness of mental health and remove the stigma around it.



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# SUPPORTING OTHERS

Uplift and support others at work:  
Build and maintain meaningful relationships

## WORKPLACE

Starter Pack / Full Journey

### Why Supporting Others?

Navigating the complexities of the corporate landscape is a collective endeavour. Our expertly designed "Supporting Others in the Workplace" curriculum aims to foster a supportive and empathetic work environment by equipping individuals at all levels with the knowledge and skills to understand and assist colleagues and staff in their mental health journeys.

### Who is this for?

This is for **any working individual who wishes to learn about the basics of mental health** and be able to **support colleagues and staff, including a wide range of organisational positions - from workplace leaders to general employees.**

After the session, clients will be able to:



Grasp **key concepts on mental health**



Learn how to **support mental wellbeing of your colleagues and staff**



Start **mental wellbeing related conversations** with your colleagues and staff

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# DIVERSITY & INCLUSION

Foster true diversity and inclusion  
within your organisation

## WORKPLACE & DIVERSITY

Starter Pack / Full Journey

### Why Diversity and Inclusion?

In today's global workforce, diversity and inclusion are not just buzzwords, but integral elements that drive innovation and success. Our "Diversity & Inclusion" curriculum aims to foster a respectful and inclusive work environment that values and supports all individuals, regardless of their backgrounds or identities.

### Who is this for?

This is for **any working individual who wishes to learn about the basics of mental health** and be able to **support colleagues and staff with various identities**.

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After the session, clients will be able to:



Understand **key concepts and importance of fostering diversity and inclusion at work**



Learn how to **support mental wellbeing** of colleagues and staff **with various identities**



Start **mental wellbeing related conversations** with colleagues and staff with various identities

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# FAMILY WELLBEING

Building Emotional Connections with Your Family:  
Nurture deep connections and support emotional needs  
with your family while navigating life

## WORKPLACE & PARENTING

Starter Pack / Full Journey

### Why Family Wellbeing?

Parenting is an exciting yet challenging journey, and balancing it with a professional life can sometimes be overwhelming. Our "Fostering Family Wellbeing for Working Parents" curriculum is designed to arm working parents with the knowledge and skills necessary to maintain a strong emotional connection with their children and family while managing their careers.

### Who is this for?

This is for **any working parent and youth supporter who wish to learn about children and youth mental health, actionable parenting strategies and ways to build emotional connection with their family** - all while building a career.

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After the session, clients will be able to:



Learn **common mental health challenges and crises** in children and youth



Implement **strategies for managing challenging scenarios and self-care**



Learn **effective communication skills** and promote **open dialogues** within the family

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# TRAINING COURSES

## TERMS AND CONDITIONS

Mind Mental Health Hong Kong Limited, whose registered office is at Unit B, 18/F, One Capital Place, Wanchai, Hong Kong ("the Supplier" or "Mind HK") has agreed to provide a training session(s) ("the Services") to the Client. The Supplier or the Client shall be individually referred to as a "Party" and, collectively as the "Parties".

The Client has hereby read and understood and accepts the following Terms and Conditions and this Terms and Conditions shall be effective until the completion of the Services.

### 1. Scope of Work

The Services shall be delivered at the agreed training location / online platform as confirmed by both Parties in a separate confirmation document/email. The Client agrees to provide the necessary equipment and facilities to conduct the training unless agreed otherwise.

### 2. Specifications and Pricing

Upon confirmation of the scheduled training session, the Client shall settle the total fee in full within ten (10) Business Days from the date of receipt of the relevant invoice to be issued by the Supplier. In the event that the Client fails to settle any amount fall due in connection with the Services as specified in the invoice, the Supplier shall have the right to: (a) not provide the Services without any liability on its part; or (b) immediately suspend any further delivery of the Services, until the amount falls due is made.

Each Party involved shall be responsible for its own tax obligations resulting from the performance of obligations arising in connection with this Terms and Conditions.

### 3. Postponement and Cancellation

#### 3.1 Postponement

The Client may request, in writing, to postpone any training session(s). Any postponement shall be rescheduled within two months from the date of the Postponement Notice, subject to availability.

For any postponement, an administration fee as per the table below shall be strictly applied.

Date of receipt of Postponement Notice by the Supplier	Administration fee payable by the Client
More than 10 Business Days before the agreed date of delivery of the relevant training session	HK\$500 per session
Less than 10 Business Days before the agreed date of delivery of the relevant training session	HK\$1,000 per session

# TRAINING COURSES

## TERMS AND CONDITIONS

### 3.2 Cancellation

The Client may request the cancellation of any training session(s) in advance of any confirmed training delivery date(s) by giving the Supplier a written notice (within 7 days prior written notice). A refund of the training fee will be made to the Client, subject to a charge of HKD\$1000 per cancelled training session.

If unforeseen circumstances cause the Supplier to cancel a training session, the Client will be informed as soon as possible, and a full training fee for any unrendered Services paid will be refunded.

### 3.3 Consequence of Force Majeure Event

3.3.1 Neither the Client nor the Supplier shall be considered in breach of this Terms and Conditions to the extent that performance of their respective obligations (excluding payment obligations unless agreed otherwise by the Supplier) is prevented by an Event of Force Majeure (see item 1.3.3 below).

3.3.2 The Party (the "Affected Party") prevented from carrying out its obligations hereunder shall give notice to the other Party of an Event of Force Majeure upon it being foreseen by, or becoming known to, the Affected Party.

3.3.3 "Force Majeure Event" means the occurrence of:

- (a) fire, disease, pandemic, earthquakes, lightning, typhoon, floods, droughts or such other extreme weather or environmental conditions, unanticipated geological or ground conditions, epidemic, famine, plague or other natural calamities and acts of God;
- (b) acts of war (whether declared or undeclared), invasion, acts of terrorists, blockade, embargo, riot, public disorder, violent demonstrations, insurrection, rebellion, civil commotion and sabotage; or
- (c) strikes, lockouts, work stoppage, labour disputes, and such other industrial action by workers related to or in response to the terms and conditions of employment of those workers or others with whom they are affiliated save, when such event is directly related to, or in direct response to any employment policy or practice (with respect to wages or otherwise) of the party whose workers resort to such action,
- (d) in the event of weather warning signals (typhoon and/or rainstorm warnings). Specifically:
  - a. Amber or Red Rainstorm Warning signals: in the event an Amber or Red Rainstorm Warning signal is hoisted, all scheduled sessions will continue unaffected.
  - b. Black Rainstorm Warning signals: in the event of a Black Rainstorm Warning signal being hoisted all scheduled training will be cancelled in the interest of health and safety.
  - c. Typhoon 1 or 3 Warning signals: in the event a Typhoon 1 or 3 Warning signal is hoisted, all scheduled sessions will continue unaffected.
  - d. Typhoon 8 or above Warning signals: in the event of a Typhoon 8 or above Warning signal is being hoisted all scheduled training will be cancelled in the interest of health and safety.

3.3.4 In the event that any postponement or cancellation is caused by the occurrence of any Force Majeure Event, no administration fee will be charged for such postponement and cancellation. In all cases, Mind HK reserves the right to make the final decision regarding rescheduling.

### 4. Termination

The Client may terminate this Terms and Conditions at any time in the event that the Supplier is in breach of any of the items within the Terms and Conditions. In the event of termination, payments shall be made by the Client to the Supplier for all work performed and costs incurred up to the date of termination.

# TRAINING COURSES

## TERMS AND CONDITIONS

### 5. Additional Terms

1. Each of the Client and the Supplier is duly incorporated in its relevant jurisdictions and has obtained all necessary approvals and consents for the transactions under the Terms and Conditions.
2. Mind HK owns the intellectual property rights and copyrights (as the case may be) of all training content and materials ("Training Materials") delivered by it or its authorized representatives or trainers. Each of Its authorized representatives and trainers reserves the right to monitor, adjust, edit or remove any content of the Training Materials as he/she thinks fit, without notice.
3. Training logistics. To ensure the quality of the training and smooth delivery of the same, details of the training session, Training Materials, scheduling, and logistics shall be discussed, finalised and agreed between the Parties with confirmation prior to the day of the training sessions. Kindly note that provision of a trial run to the Client prior to the official training session cannot be guaranteed.
4. Confidentiality. If Mind HK or its employees receive from or become aware of any non-public information relating to the Client, its affiliates or their respective businesses, affairs or staff ("Confidential Information"), Mind HK shall protect the confidentiality of such information and shall not use such information for its own profit or disclose such information to any third party unless required by law, a court or government authority. Upon request by the Client, Mind HK shall promptly return or destroy (as directed by the Client) all Confidential Information. This Clause shall survive the expiry or termination of this Terms and Conditions.
5. Mind HK training courses. All training courses provided to the Client by Mind HK are standardized training programmes that have been designed and approved by the clinician team of Mind HK.
6. Limitation. Mind HK is liable to you under this Terms and Conditions for loss or damage up to the Total Fee to which Mind HK have contributed and shall indemnify the Client for any loss of profit, goodwill or any consequential, incidental, indirect, punitive or special damages caused by our gross negligence up to the Total Fee.
7. Right to Use. Subject to prior consent by Mind HK, the Training Materials used by Mind HK at any of its events (which included but not limited to training courses, sessions, and seminars) shall only be used by the participants thereof. Mind HK training courses may be attended by the employees of the Client or its affiliates.
8. Third Party Right. This Terms and Conditions is intended to be enforceable by each affiliate of the Client by virtue of the Contracts (Rights of Third Parties) Ordinance (Cap 623 of the Laws of Hong Kong), provided that the Terms and Conditions may be rescinded or varied in any way as mutually agreed by the Parties to the Terms and Conditions pursuant to the terms hereunder and at any time without the consent of any such affiliate.
9. Variation. No variation of the Terms and Conditions shall be effective unless in writing and signed by or on behalf of each of the Client and the Supplier.
10. Severability. Any provision of the Terms and Conditions which is unlawful or unenforceable under any applicable law shall be severed from this Agreement and, to the extent required by such law, rendered ineffective so far as is possible without modifying or affecting validity or enforceability of the remaining provisions of the Terms and Conditions. Where, however, the provisions of any such applicable law may be waived, they are hereby waived by the Parties to the fullest extent permitted by such law to the effect that this Terms and Conditions shall be and remain in full force and effect to the fullest extent permitted by law.
11. Independent Contractor. Mind HK shall perform the Service as an independent contractor and not as employee, agent, partner or joint venture with the Client.
12. Logo or Name. The Client shall not use or make reference to Mind HK's name, logos or trademark without its prior written consent.
13. Compliance with Laws. Mind HK hereby undertakes to comply with the requirements of all applicable laws in Hong Kong including those governing the use of data protection, personal information, anti-bribery, anti-money laundering and anti-terrorists laws.
14. No assignment and no subcontracting. Neither Party herein may assign the Terms and Conditions without the other's written consent. Mind HK may not subcontract its obligations under the Terms and Conditions without the Client's prior written consent.
15. Governing Law and Jurisdiction. The Terms and Conditions listed shall be governed and construed in accordance with the laws of the Hong Kong and the Parties hereto consent to submit to the exclusive jurisdiction of the courts in Hong Kong.