Education Session/ Workshop/

Stall Request Form

Please complete this form and return via email to: **All requests will be considered, however**

Jenny Singe, Director or Meg Bennett, Manager **our capacity is dependent on availability**

headspace Bendigo **of qualified staff**. [headspace@bchs.com.au](mailto:headspace@bchs.com.au) **A minimum of 4 weeks notice prior to**

Phone: 5434 5345 **events would be appreciated**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use this form if you would like headspace Bendigos Community Engagement Team to facilitate a workshop or provide a presentation to your group.

Our team provides interactive workshops, training and or information presentations for groups of young people, parents, family members, carers of young people, and staff/service providers who work with young people (e.g. teachers, youth workers, school guidance officers, etc.).

To progress your request, please provide us with the following information:

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stall Request: YES □ NO □

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**Workshop/Presentation Details/Stall:**

Important Note:

1. Please let us know which topic you would like for your workshop/presentation from the list provided over the page.

2. For most workshops/presentations we require access to a laptop or computer with USB access, and projector facilities. Please tick if this will be provided  □YES □ NO

3. Please be aware that workshops are suitable to a certain amount of people however should your group be larger we may be able to negotiate around this. Please advise of group size\_\_\_\_\_\_\_\_\_\_\_\_

Preferred date: \_\_\_/\_\_\_/\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_am/pm End Time: \_\_\_\_\_\_\_\_\_\_\_\_am/pm

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person on the day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assemblies and larger groups:**

☐ Youth Mental Health Literacy (School version or Community version): introduces headspace as a service, providing help-seeking tips and a general overview of mental health wellbeing. (Approx. 10 minutes)

**Workshops for young people (Groups of 30 people or less) available for Community and or Service providers. All workshops include an overview of headspace and services offered.**

☐ Mental health: introduces the topic of mental health and dispels some myths surrounding mental health (30 minutes)

☐ Anxiety: introduces and explains anxiety whilst providing information on how to help a friend and identify services that can support young people (30 minutes)

☐ Depression: introduces and explains depression whilst providing information on how to help a friend and identify services that can support young people (30 minutes)

☐ Bullying: provides positive and effective ways to cope with bullying whilst identifying the people and services that are available to help young people cope. **A 6-part program but can be delivered in a 60-minute session.**

☐ Stress: explains what stress is, how to identify triggers, and developing stress management techniques

(30 minutes)

☐ Tips for a Healthy headspace – Looking after our Mental Health and Wellbeing (approx: 30 minutes)

**Workshops for service providers / staff working with young people:**

☐ Service and Referral: introduces headspace as a service and identifies what supports are available at the headspace Bendigo centre (including individual and group supports), as well as providing information on how to make an appropriate referral (5-30 people)

**LGBTIQ+**

☐ LGBTIQ+ Inclusiveness workshop – Introduction for school students, young people. (Approx: 20 minutes)

☐ LGBTIQ+ inclusiveness, best practice Training/workshops – Available to school teaching staff and organisations. (approx: 120 minutes)

**Please Note;**

**If you have an idea for a workshop that is not listed above, and you are interested in, please feel free to let us know below and one of our team members will get back to you.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Use Only**

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| **Calendar Availability:**  YES □ No □ | **Merchandise/Fact Sheets Required**: |
| **Staff doing event:**  **Event Organiser Notified:** ­­\_\_\_/\_\_\_/\_\_\_ |
| **Staff/Volunteers needed:**   * Pre – event ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * At Event: ( )   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Post Event ( )   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Post Event Evaluation** | |
| **Primary Purpose**  □ Community Awareness  □ Mental Health Literacy/Training  □ Stakeholder Engagement  □ Marketing  □ Meeting/Planning/Networking  □ Group Sessions/Group Work | **Specific Target Group**  □ Aboriginal and Torres Strait Islander  □ LGBTIQ+  □ Culturally and Linguistically Diverse  □ Young Men  □ At risk of homelessness  □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Audience Reached:**  □ Young People 12-17  □ Young People 18-25  □ Young People 12-25  □ Family and Friends  □ General Community  □ Service Providers  □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post Event Self-reflection completed:  □ Yes □ No | **Number Reached:**  **□** 0-5 □ 6-10  □ 11-20 □ 21-50  □ 51-100 □ 101-250  □ 251-500 □ 501-1000  □1001-more  School/Uni/TAFE Activity Yes □ No □  Youth Participation Yes □ No □  Centre led and developed Yes □ No □ |