

# Request Form: WORKSHOP OR PRESENTATION

Please complete this form and return via email to:  
[headspace.Redcliffe@openminds.org.au](mailto:headspace.Redcliffe@openminds.org.au)

We will respond to all requests within **two weeks**.



Use this form if you would like **headspace** Redcliffe's Community Development Team to run 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:

\_\_\_\_\_

## Workshop/Presentation Details

Preferred date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start time: \_\_\_\_\_ am/pm End time: \_\_\_\_\_ am/pm

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

Contact person on the day: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Important Notes:**

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 note only **one topic** per booking request is permitted, however you can book in advance for additional topics to be covered at a future date. Please use a separate form for each topic being requested.
4. 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 \_\_\_\_\_
5. From time to time, **headspace** Redcliffe will run workshops and presentations on-site and you will be advised of these dates if relevant to your request. Please also keep an eye out on our Website and Facebook pages where we will advertise on-site training, workshops and presentations.  
[www.headspace.org.au/Redcliffe](http://www.headspace.org.au/Redcliffe) [www.facebook.com/headspaceRedcliffe](http://www.facebook.com/headspaceRedcliffe)

## Assemblies and larger groups:

- Youth Mental Health Literacy (School version):** introduces headspace as a service, providing help-seeking tips and a general overview of mental health wellbeing. Presentation goes for approx.. 10 minutes and includes videos that require sound.
- Youth Mental Health Literacy (Community version):** introduces headspace as a service, providing a general overview of mental health wellbeing for young people. Presentation goes for approx.. 10 minutes and includes videos that require sound.
- Youth Mental Health Literacy (Service Providers version):** introduces headspace as a service, providing a general overview of mental health wellbeing for young people. Presentation goes for approx.. 10 minutes and includes videos that require sound.

## Workshops for young people (Groups of 30 people or less) available for Community and or Service providers:

- Mental health:** introduces the topic of mental health and dispels some myths surrounding mental health
- Anxiety:** introduces and explains anxiety whilst providing information on how to help a friend and identify services that can support young people
- Depression:** introduces and explains depression whilst providing information on how to help a friend and identify services that can support young people
- Body Image and Eating Disorders:** introduces and explains body image, dispels myths around eating disorders affecting young people and explains how to access help
- Bullying:** provides positive and effective ways to cope with bullying whilst identifying the people and services that are available to help young people cope
- Stress:** explains what stress is, how to identify triggers, and developing stress management techniques
- Understanding Grief and Loss:** explains normal grief responses and the process of grieving as well as positive coping strategies and services available to help young people deal with loss

## 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** Redcliffe centre (including individual and group supports), as well as providing information on how to make an appropriate referral (5-30 people)
- Youth Mental Health First Aid (YMHFA):** this is a two day program which teaches service providers/staff how to assist young people who are developing a mental health problem or are in a mental health crisis (5-10 people) **Note: YMHFA workshop is typically run in-house but can be delivered in your workplace by special arrangement, pending availability. The workshop incurs a fee so please contact our office for more information if this workshop is of interest to you.**

## Workshops for parents or carers of young people:

- Parents and Carers:** explains headspace as a service and the topic of mental health and what this looks like for young people (8-100 people)
- Triple P – Positive Parenting Program\*\*:** gives parents and carers simple and practical strategies to confidently manage children's behaviour, prevent problems developing and build strong, healthy relationships (5-15 people)
- Youth Mental Health First Aid (YMHFA)\*\*:** this is a two day program which teaches parents and carers how to assist young people who are developing a mental health problem or are in a mental health crisis (5-10 people)

**\*\*Note: the Triple P and YMHFA Programs are typically run in-house but can be delivered externally by special arrangement, pending availability.**

**YMHFA programs have a fee attached but if parents wish to participate and find the fee a barrier, they are asked to contact our office as special assistance, whilst not guaranteed, may be available in some circumstances.**

## OFFICE USE ONLY

<b>Calendar Availability:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Merchandise/Fact Sheets Required:</b> • • • • • • • • • • • •
<b>Approved</b> <b>Not Approved</b> <input type="checkbox"/> <input type="checkbox"/>	
<b>Event organiser notified:</b> ____/____/____	
<b>Staff / Volunteers needed:</b> <ul style="list-style-type: none"> <li>• Pre-event (__) _____ _____</li> <li>• At event (__) _____ _____</li> <li>• Post-event (__) _____ _____</li> </ul>	

<b>Post Event Evaluation</b>																				
<b>Primary Purpose</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Community Awareness</li> <li><input type="checkbox"/> Mental Health Literacy/Training</li> <li><input type="checkbox"/> Stakeholder Engagement</li> <li><input type="checkbox"/> Marketing</li> <li><input type="checkbox"/> Meeting/Planning/Networking</li> <li><input type="checkbox"/> Group Session/Group Work</li> </ul>	<b>Specific Target Group</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aboriginal and Torres Strait Islander</li> <li><input type="checkbox"/> LGBTQI</li> <li><input type="checkbox"/> Culturally and Linguistically Diverse</li> <li><input type="checkbox"/> Young Men</li> <li><input type="checkbox"/> At risk of homelessness</li> <li><input type="checkbox"/> Other _____</li> </ul>																			
<b>Audience Reached</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Young people 12-17</li> <li><input type="checkbox"/> Young people 18-25</li> <li><input type="checkbox"/> Young people 12-25</li> <li><input type="checkbox"/> Family and Friends</li> <li><input type="checkbox"/> General Community</li> <li><input type="checkbox"/> Service Providers</li> <li><input type="checkbox"/> Other _____</li> </ul>	<b>Number Reached</b> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> 0-5</td> <td><input type="checkbox"/> 6-10</td> </tr> <tr> <td><input type="checkbox"/> 11-20</td> <td><input type="checkbox"/> 21-50</td> </tr> <tr> <td><input type="checkbox"/> 51-100</td> <td><input type="checkbox"/> 101-250</td> </tr> <tr> <td><input type="checkbox"/> 251-500</td> <td><input type="checkbox"/> 501-1000</td> </tr> <tr> <td><input type="checkbox"/> 1001-more</td> <td></td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">School / Uni / Tafe Activity</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Youth Participation involved</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Centre led &amp; developed</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> 0-5	<input type="checkbox"/> 6-10	<input type="checkbox"/> 11-20	<input type="checkbox"/> 21-50	<input type="checkbox"/> 51-100	<input type="checkbox"/> 101-250	<input type="checkbox"/> 251-500	<input type="checkbox"/> 501-1000	<input type="checkbox"/> 1001-more		School / Uni / Tafe Activity	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Youth Participation involved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Centre led & developed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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