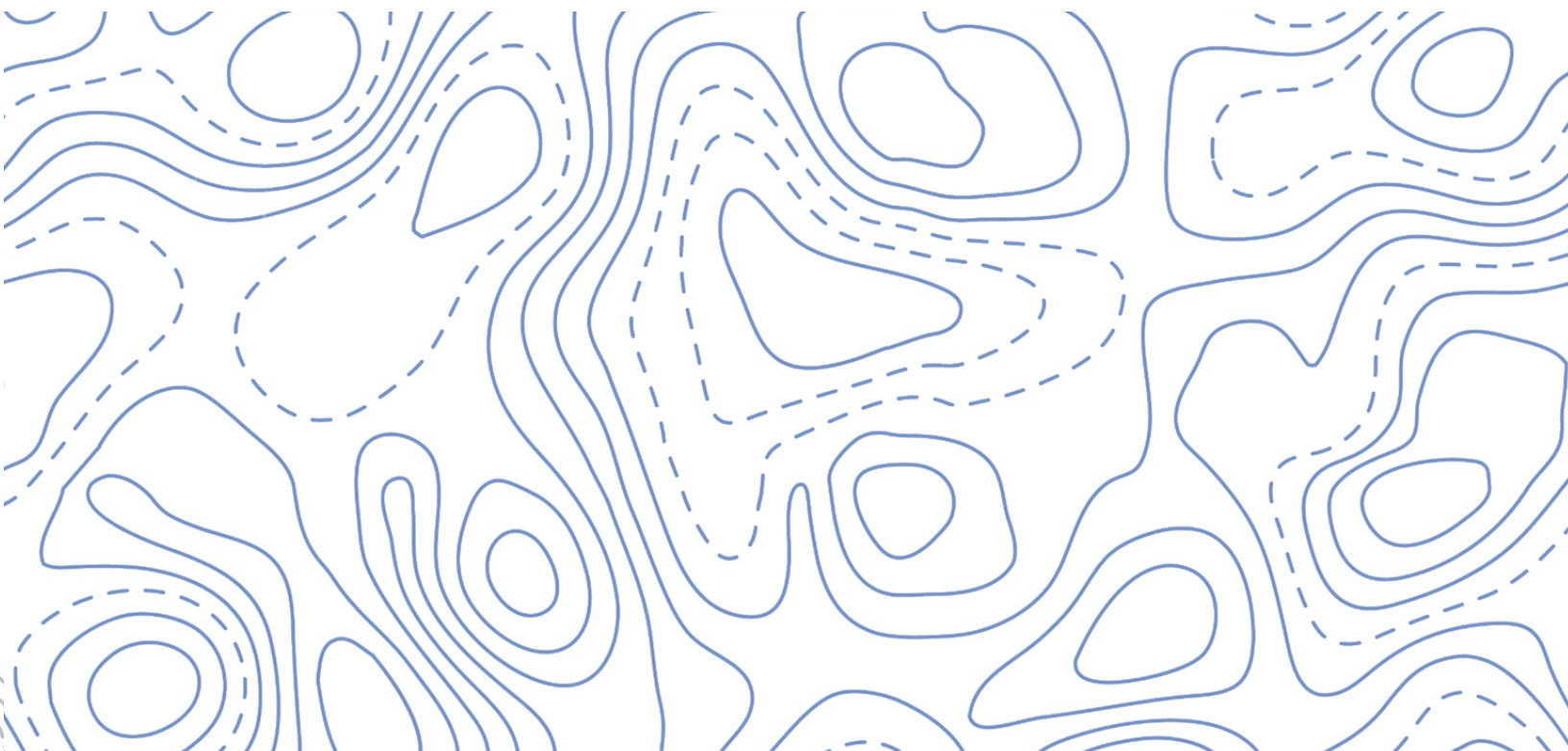




Talking about anxiety stress-free

Implementation Guide for Schools

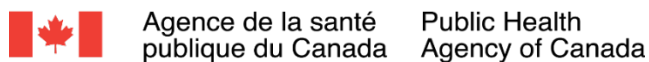
Exploration Program - Secondary cycle 1
September 2023



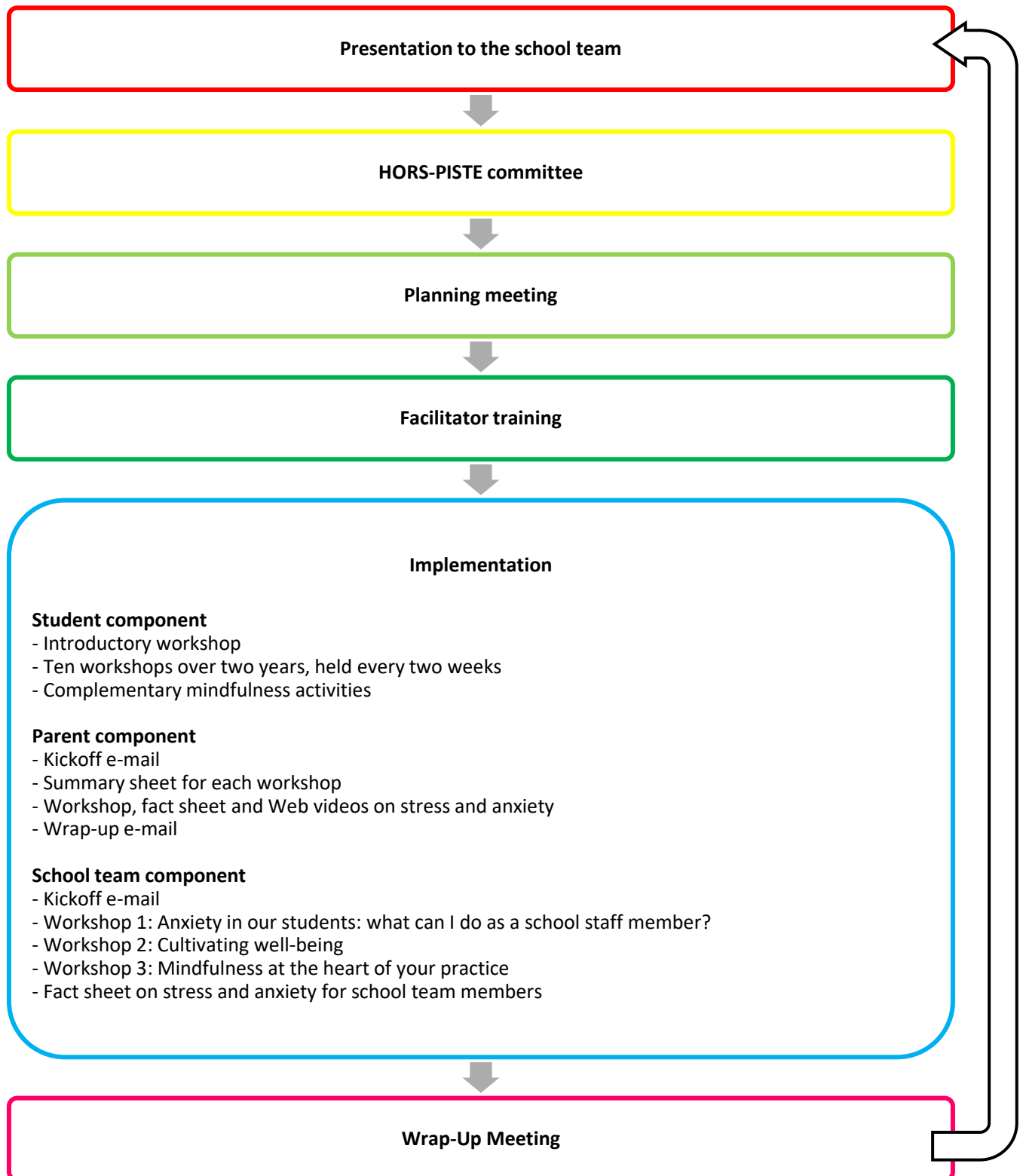
Document created by the Centre RBC d'expertise universitaire en santé mentale destiné aux enfants, adolescents et adolescentes et aux jeunes adultes.



Avec le financement de



Implementation Process



Presentation to the school team

Objective: Familiarize and engage the school team.

Action: Present the program to the entire school team.

- Present the program using the *Introduction workshop - School staff* PowerPoint deck, which can be found on the [Web platform](#) in the “Cycle 1 – Workshops and Tools for the School staff – Presentation of the program section.
- Present the objectives and content of the 10 workshop modules using the placemats *Overview of the HORS-PISTE – exploration program*, which can be found on the [Web platform](#) in the “Cycle 1 – Overview of the exploration component (universal prevention) section.
- This step can be carried out before or after forming an HORS-PISTE committee and holding the planning meeting.

HORS-PISTE committee

Objective: Ensure the program's long-term viability and nourish the engagement of the school team and the sharing of implementation tasks.

Action: Set up a committee (or mandate an existing school committee) to tailor the implementation procedures to the school's needs and resources.

This committee is made up of:

- School management personnel
- School specialists (professionals, technicians and attendants)
- Teachers (if possible)
- Any other person wishing to get involved in thinking about and setting up implementation procedures.

This committee will generally **meet twice a year**, once for planning purposes and once to review the results.

Planning meeting

Objective: Plan the concrete implementation procedures (what to do, how to do it, by whom and when?).

Action: Meet with the HORS-PISTE committee and the person who will be helping your school roll out the program to determine how it will be implemented, including the choice of facilitators and the schedule of events.

- This meeting is facilitated by the person supporting your school in deploying the program (usually a member of the deployment support team: programme.horspiste.cisssmc16@ssss.gouv.qc.ca).
- This meeting lasts about one and one-half hours.



- After this meeting, it is important to give the password to all those who will be facilitating workshops, so that they can access the material.

Facilitator training

Objective: Ensure that workshop leaders have all the information they need to run their workshops, and that their concerns are addressed.

Action: Each facilitator takes part in the half-day training course before workshops begin. This training is currently available in French only.

- Registration for this training course takes place on the web platform at the following address: <https://sante-mentale-jeunesse.usherbrooke.ca/hors-piste/programme-secontaire/calendrier/>
- All workshop materials are available on the [web platform](#).

Implementation

STUDENT COMPONENT

Objective: Develop psychosocial skills

Action: Present the program to students and lead workshops. All workshops and tools can be found on the [web platform](#) (password required) in the “Workshops and tools for students - facilitation material” section.

- **HORS-PISTE program Introductory workshop for Students**
 - Located on the [web platform](#) in the “Workshops and tools for students – presentation of the program to the students” section.
- **Basic workshop modules**
 - Located on the [web platform](#) in the “Workshops and tools for students – Workshops” section.
 - Ten workshops over two years
 - Approx. 60 minutes per workshop
 - Approximately one workshop every two weeks
 - Facilitated by teachers or specialists.
- **Complementary mindfulness activities**
 - Located on the [web platform](#) in the “Workshops and tools for students – Reinvestment material and mindfulness activities” section.
 - Seven mindfulness activity sheets
 - From 10 to 20 minutes per activity
 - Facilitated by teachers or specialists who wish to practice more mindfulness with the students



- An activity guide (currently available in French only) and mindfulness calendar for students to take home and use as tools for reinvestment during the school year.

PARENTS' COMPONENT

Objective: Facilitate reinvestment in learning and support parents in developing actions that promote their child's well-being and development of psychosocial skills.

Action: Distribute the necessary documentation to parents.

- **Sending the kickoff e-mail:**
 - This document can be found at [Web platform](#) in the “Workshops and tools for parents – presentation of the program” section.
 - This document is in MS Word format, so you can copy and paste the content directly into the e-mail instead of attaching the information.
 - Its purpose is to notify parents of their child's participation in the program, and to provide them with some useful tools and links (e.g., links to web video clips, parent workshop registration, stress and anxiety fact sheet, etc.).
- **Sending summary sheets to parents for each workshop**
 - These sheets can be found on the [web platform](#) in the “Workshops and tools for students” section, organized by workshop. They can also be found in the “Workshops and tools for parents - Summary sheets for parents” section.
 - Several strategies can be used to transmit these sheets to parents:
 - Send sheets by e-mail
 - Print the sheets for students to take home
 - Upload sheets to the usual platforms for communicating with parents (Classroom, Teams, etc.).
- **Sending the wrap-up e-mail:**
 - This document can be found on the [web platform](#) in the “Workshops and tools for parents - End of workshops” section.
 - This document is in MS Word format, so you can copy and paste the content directly into the e-mail instead of attaching the information.



SCHOOL TEAM COMPONENT

Objective: Organize and support actions that promote the well-being of students and school team members, and nourish the development of their psychosocial skills.

Action: Select and carry out one or more workshops for members of the school team, and distribute the tools to the people involved, using the following information:

- **Send kickoff e-mail to teachers:**
 - This document can be found on the [web platform](#) in the “Workshops and tools for school staff – Presentation of the program” section.
 - This document is in MS Word format, so you can copy and paste the content directly into the e-mail instead of attaching the information.
 - Its purpose is to inform teachers about student participation in the program, clarify what is expected of them during the workshops, and provide them with some useful tools and links.

- **Workshop 1: Anxiety in our students: What can I do as a school member?** (currently available in French only)
 - This two-hour workshop is designed for all members of a school team (teachers, specialists, principals, etc.).
 - It aims to develop their knowledge of stress and anxiety, and equip them with the strategies they need to put in place at school to prevent or reduce anxiety among students.
 - These are the learning objectives:
 - Understand the relevance of focusing on anxiety in your students
 - Distinguish between stress and anxiety
 - Identify manifestations of anxiety in your students
 - Understand the basics of anxiety
 - Identify strategies to be implemented in the classroom or school to prevent or reduce student stress and anxiety.
 - To make it available to the school, a school specialist must first be trained to facilitate this workshop, in order to offer it to other members of the school team. The specialist must take the following training:

2-hour workshop on *Anxiety in our students: What can I do as a school member team?*

- The aim of this training is to familiarize those who will be running the workshop with its content, and to give them the tools they need to run it for members of their school team.
- To take part, these people can register for one of the dates listed in the training calendar at the following address: <https://sante-mentale-jeunesse.usherbrooke.ca/hors-piste/programme-secondaire/calendrier/>.



- **Workshop 2: Cultivating well-being** (currently available in French only)
 - This 75-minute workshop is designed for all members of a school team (teachers, specialists, principals, etc.).
 - It aims to promote the well-being of school staff members. It allows you to develop a concrete action plan to emphasize the factors that promote their well-being in the school and mitigate the impact of factors that generate stress.
 - These are the learning objectives:
 - Become aware of issues related to well-being and mental health in teaching
 - Define mental health and its main determinants in the workplace
 - Learn how to take care of your own well-being and that of others
 - Collectively identify courses of action to be implemented in the school to promote its well-being and that of the team.
 - To make it available to the school, a school specialist must be trained to facilitate this workshop, in order to offer it to other members of the school team., The specialist must take the following training:

1-hour workshop on *Cultivating well-being*

- The aim of this training is to familiarize the people who will be running the workshop with its content, and to give them the tools they need to run it for their school team.
 - To take part, these people can register for one of the dates proposed in the training calendar at the following address: <https://sante-mentale-jeunesse.usherbrooke.ca/hors-piste/programme-secondaire/calendrier/>.
- **Workshop 3: Mindfulness at the heart of your practice** (currently available in French only)
 - This two-hour course is designed for all members of a school team (teachers, specialists, principals, etc.) who want to learn more about mindfulness.
 - The aim is for participants to better understand the foundations of mindfulness practice and establish ways to integrate mindfulness activities into their work environment, as well as their personal lives.
 - These are the learning objectives:
 - Explain what the mindfulness approach is, how it works and what goes into it
 - Understand the connections between the benefits of the approach and its practice
 - Gradually apply mindfulness in their personal and professional practice.
 - To take part, interested parties can register for one of the dates proposed in the training calendar at the following address: <https://sante-mentale-jeunesse.usherbrooke.ca/hors-piste/programme-secondaire/calendrier/>.
 - **Send the Stress and anxiety fact sheet to all school team members**
 - This fact sheet summarizes the main concepts of stress and anxiety, as well as strategies for preventing or reducing anxiety in students. It can be found on the [web platform](#) in the “Workshops and tools for school staff – Fact sheet on stress and anxiety” section.



The Wrap-Up Meeting

Objective: to evaluate the implementation, identify lessons learned, and adjust the implementation procedures.

Action: Meet with the HORS-PISTE committee and the resource person who is helping your school roll out the program.

- This meeting can be combined with the planning meeting for the following year.
- This meeting is facilitated by the person supporting your school in deploying the program (usually a member of the deployment support team: programme.horspiste.cisssmc16@ssss.gouv.qc.ca).
- This meeting will last about one and one-half hours.

