

Rightsteps®

www.rightsteps.co.uk



Employees' guide

Supporting your mental wellbeing

How do I know if Rightsteps is right for me?

“ I currently feel low in mood and tearful all of the time and have no energy or motivation. I don't like going out of the house and have stopped seeing people outside of my family. I feel guilty because I don't have any reason to be like this. ”

“ I constantly worry about job security and have thoughts that I will lose my job. This makes me feel very anxious and stressed, I have trouble sleeping as I am always thinking about my workload which is making my anxiety worse. ”

“ There is an increase in pressure at work and this has led me to feel generally stressed and anxious all of the time. I am finding it hard to fall asleep at night, get headaches and find it hard to relax. ”

“ I'm constantly worry all of the time. I'm fidgety and restless and I've noticed that I've stopped going out as much because I worry about what people are thinking of me or what might happen. ”

If you think **any** of these sound familiar, then you are not alone. Most people suffer from issues relating to stress, anxiety or low mood at some point in their lives. A referral to Rightsteps enables you to access specialist support that will help you manage these issues.

What is Rightsteps?

Rightsteps provide access to a range of support for employee's experiencing the following:

- Mild/moderate
 - Stress
 - Anxiety
 - Depression
- Substance misuse
- Panic disorders
- Chronic pain and long term health conditions
- Lack of motivation
- Low self-esteem or confidence
- Obsessive compulsive disorder.

Once referred to the service you will be contacted by one of our Practitioners within 48 hours to schedule your initial assessment. Our team of friendly Practitioners deliver a telephone based programme using Cognitive Behavioural Therapy (CBT) and guided self help techniques to support you in developing coping

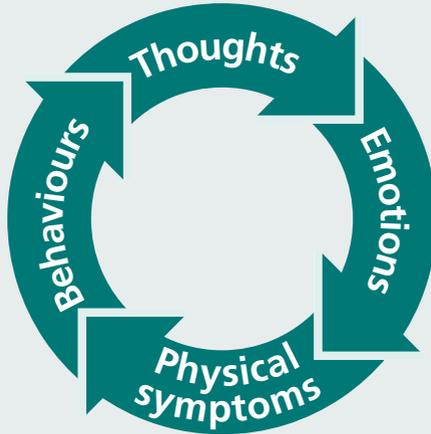
strategies, which work to either minimise the chances of absence due to your condition or to support your return to work.

By utilising CBT, the programme is able to identify and change negative thought patterns, helping you to make significant change a long-term possibility. From point of initial referral throughout your engagement in the programme, our Practitioners will be on hand to support and guide you.

Much more than just a counselling service, the programme is a proactive solution that focuses on improving employee health and striking a balance between the needs of your employer and your own wellbeing.



What is CBT?



Cognitive Behaviour Therapy (CBT) is a talking therapy that focuses on problem-solving and coping strategies. This approach aims to provide a more lasting solution, equipping people with the skills to overcome difficulties when they arise in the future.

CBT works by helping you understand your problems and make sense of the emotions and physical symptoms' that maybe overwhelming you. As our thoughts, feelings, physical sensations and actions are all interconnected, this can often lead to feelings of being trapped in a negative

spiral. By breaking down and challenging these feelings of low self-esteem, anxiousness and fear into smaller parts, allows you to develop coping strategies which will enable you to better cope with future episodes as they arise. As the impact of the negative spirals is reduced, you will begin to feel more able to cope without the help of the Practitioner and in turn this improves the way that you feel.

Put simply, CBT is a way of understanding and challenging your:

- Thoughts
- Feelings
- And behaviours.

What is guided self help?

We understand the pressures of daily life, and how easily it is to fall into a negative spiral. That's why our team of dedicated Practitioners are on hand to work with you to develop long term coping strategies, which will assist you once your support sessions are completed. These lower intensity models are known as guided self help and take a number of different forms.

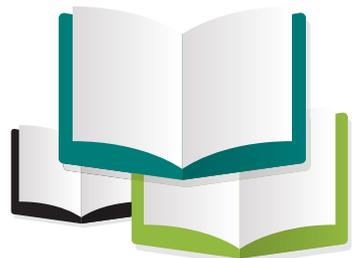
Specific guided self help approaches tailored to your needs will be agreed between you and your Practitioner and will be tailored to you; generally these will consist of some or all of the following:

- Online computerised CBT (CCBT)
- Worksheets
- Audio CD's
- Mood diaries and exercises that enable you to develop your own coping strategies, which when utilised will provide you the ability to manage your symptoms yourself.

The programmes are easy to use and enable you to progress at a pace that is just right for you. Throughout your engagement in the programme your allocated Practitioner will be on hand to

provide the necessary support and assistance for your needs, and will teach you the skills that will make long term change a reality.

The combined approach of both telephone sessions and guided self help are proven to deliver real results. You will develop coping strategies which when utilised will enable you to not only manage a specific episode of stress, anxiety or low mood, but teaches you strategies to ensure that you are better equipped to manage these problems if they return in the future.



Frequently asked questions

How do I get referred?

Referral to Rightsteps is simple – Speak to your line manager today and once the referral is received one of our Practitioners will be in contact within 48 hours.

How long does each session last?

Each session will last for approx 50 minutes to an hour in duration.

Do I have to complete all of the sessions?

To fully benefit from the programme of support, it is important that all sessions of the programme are completed. However, any sessions that are unused can be accessed for up to 12 months following initial referral if required.

Is the support confidential?

Yes, all details relating to your condition and session content is confidential between you and your Practitioner. Information will not be shared without your consent.

What information will you share with my employer?

To assist you in managing your condition ongoing, Rightsteps will give your employer an overview of the support provided to you. This will include key information, such as coping strategies which you may use in the future to help manage your condition and assist you in maintaining your attendance in work. By increasing employers involvement it ensures that ongoing support is available to you once your attendance in the Rightsteps programme has been completed.

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We are happy to answer any questions you may have – simply email your question to **info@rightsteps.co.uk** and one of the team will get back to you.

Testimonials



“ When I was referred I was advised that the sessions would be carried out over the telephone. Initially I was a bit hesitant and couldn't see how that would help my situation, but as it turned out I need not have worried. I went on to have regular weekly sessions. I always received a call when agreed and was sent paperwork to help with appointments. The therapist was always professional, calm and without being heavy handed helped me to look at my situation in a different and more positive light. He rebuilt my confidence and I still use the papers (on a daily basis) that he sent. ”



“ I would recommend the care I received to anyone in my position as it helped me more than I could have hoped. ”

“ The therapist made me feel at ease at all times. This gave me the confidence to open up and talk openly about my problems. Everything was done really well. I am now on the right track to having a more positive life. ”



**If you have any
questions, contact us:**



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