

## TABLE OF CONTENTS

Introduction.....	5
About This Manual .....	5
Education.....	6
Action .....	6
Prevention.....	6
Understanding Mental Health and Wellness.....	7
What is Mental Health?.....	8
Factors affecting Mental Health.....	8
Workplace and Mental Health.....	9
One in four Americans say Work is a Source of Anxiety .....	9
Depression Cuts Productivity.....	9
Half of Employees with Anxiety say It Interferes with Coworker Relationships.....	9
Only one in four Employees with Anxiety Tell Employers.....	10
Depression Costs Employers More Than Other Health Conditions .....	10
3.5 Percent of Workers have ADHA.....	10
Depressed Employees Lose 27 Work-Days Per Year .....	10
Four in Five Workers Report Poor Work-life Balance .....	10
Reasons for workplace stress .....	11
Additional Concern for Cost.....	11
Understanding Mental Illness .....	13
What is your Mental Illness IQ? (Quiz) .....	14
Answers .....	15
Scoring.....	16
Common Mental Illnesses .....	16
Anxiety Disorders.....	17
Bipolar Disorder .....	19

Depression .....	20
Obsessive Compulsive Disorder (OCD) .....	22
Post-Traumatic Stress Disorder (PTSD) .....	22
Addiction: Alcohol and Substance Use Disorder.....	24
Phobias .....	25
Psychosis .....	25
 Making Workplace Accommodations .....	27
Making Workplace Accommodations.....	28
What does discrimination look like?.....	28
How to disclose Mental Illness .....	29
Providing Accommodations .....	30
Discussing Accommodations .....	30
Suggested Accommodations .....	31
Attentiveness/Concentration .....	31
Control of Anger/Emotions .....	32
Decreased Stamina/Fatigue .....	33
Executive Functioning Deficits.....	33
Managing Time .....	34
Memory Loss.....	35
Organizing/Planning/Prioritizing .....	36
Sleeping/Staying Awake .....	36
Stress Tolerance .....	36
Seeking Time-Off.....	37
 Working Towards Wellness.....	38
Working Towards Wellness .....	39
Building Resilience .....	39

Maintaining Healthy Work-life Balance .....	41
Evaluating Your Mental Health .....	42
How to ask for help .....	43
Contributing to a Healthy Work Environment.....	44
Some Additional Tips.....	46
Talking About Mental Illness .....	47
Talking About Mental Illness.....	48
Understanding the Impact .....	48
Disclosing a Mental Illness .....	49
Reacting to the news .....	50
Saying the right thing .....	51
Fight the stigma against workplace mental illness.....	52
Responding To Suicide .....	54
Responding to Suicide.....	55
Understanding the Pain .....	55
Statistics and Trends.....	56
Knowing the Signs .....	57
When a co-worker attempts suicide .....	57
Recovery is possible.....	58
When a co-worker dies.....	59
When a co-worker's loved-one dies .....	59
Resources .....	60
Information about Mental Illness .....	61
Resources for Specific Mental Illness .....	62
Resources for Families .....	63
Suicide Awareness and Prevention .....	64
Workplace Accommodations .....	66

Health Insurance / Mental Health Parity .....	66
Workplace Wellness.....	67

Springboard Consulting, LLC