



## Education Session, Workshop, and Stall Request Form

Please use this form if you would like the Community Engagement Worker or HEY Diversity Worker from headspace Bendigo to facilitate a workshop or provide a presentation to your group.

Please complete this form and return via email to:

Haylee Kennedy  
Community Engagement Worker  
hayleekennedy@bchs.com.au

Maree Dixon  
HEY Diversity Worker (LGBTIQA+)  
mareedixon@bchs.com.au

**All requests will be considered; however, our capacity is dependent on the availability of qualified staff. A minimum of four weeks' notice prior to events would be appreciated.**

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

### Workshop/Presentation Details/Stall:

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

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

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

#### 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 \_\_\_\_\_

**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 and young people (approx. 20 minutes)

LGBTIQ+ inclusiveness and 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.**

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**Office Use Only**

<p><b>Calendar Availability:</b>          YES <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>Merchandise/Fact Sheets Required:</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<p><b>Staff doing event:</b></p> <p><b>Event Organiser Notified:</b> ___/___/___</p>	
<p><b>Staff/Volunteers needed:</b></p> <ul style="list-style-type: none"> <li>• Pre-event: (     ) _____</li> <li>• At event: (     ) _____</li> <li>• Post event: (     ) _____</li> </ul>	

<p align="center"><b>Post Event Evaluation</b></p>	
<p><b>Primary Purpose</b></p> <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 Sessions/Group Work</li> </ul>	<p><b>Specific Target Group</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aboriginal and Torres Strait Islander</li> <li><input type="checkbox"/> LGBTIQ+</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>
<p><b>Audience Reached:</b></p> <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> <p><b>Post Event Self-reflection completed:</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>Number Reached:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 0-5                      <input type="checkbox"/> 6-10</li> <li><input type="checkbox"/> 11-20                   <input type="checkbox"/> 21-50</li> <li><input type="checkbox"/> 51-100                   <input type="checkbox"/> 101-250</li> <li><input type="checkbox"/> 251-500                 <input type="checkbox"/> 501-1000</li> <li><input type="checkbox"/> 1001-more</li> </ul> <p>School/Uni/TAFE Activity    Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Youth Participation            Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Centre-led and developed    Yes <input type="checkbox"/> No <input type="checkbox"/></p>