How to Guide

Workshop purpose

Organising and conducting a workshop is important to raise awareness within your organisation of the link between metabolic syndrome and mental health, and most importantly, to provide your members with practical tools and guidance that will enable them to act on this awareness in day-to-day practice. By involving members in a workshop, you can show them first hand how simple steps can help manage metabolic syndrome, and inspire them to take action to optimise the physical health of people with mental illness.

Structure and format

The workshop agenda is organised into two parts, starting with a presentation on metabolic syndrome and mental health. This presentation covers the increased risk of metabolic syndrome for people with mental illness, barriers to treatment and the importance of a collaborative approach amongst mental health and primary care practitioners, people with mental illness and their family / caregivers. Content is based on a review paper recently published in the *Journal of Clinical Psychiatry*.[1]

The second half is tailored to the interests of workshop participants and involves a discussion moderated by the presenter. It is recommended that this discussion initially focuses on the proposed role for participants in relation to metabolic syndrome. This will help ensure ownership of responsibilities and prepare for more in-depth discussion centred on one of the guides provided in this packet. See the guides for information on how they should be used.

[1]Consensus paper. Advancing the treatment of people with mental illness: a call to action in the management of metabolic issues, 2005. Journal Clinical Psychiatry;66:6.

Tailored content

Content for your workshop should be tailored to one of three distinct audiences: 1) primary care practitioners; 2) mental health practitioners; or 3) people with mental illness, or their families / caregivers.

The slide presentation in this packet is incomplete in its current form. Three endings are provided separately and it is up to you to choose the ending most appropriate for your workshop participants (audience 1, 2 or as above) and add these slides to the end of the presentation. The slides should then be presented as a single set.

Three discussion guides are also provided for the same audiences (1, 2, or 3 as above). Identify the discussion guide which matches your presentation ending (i.e. targets the same audience), and distribute this guide to participants at the start of the workshop.

Length of workshop

The workshop should last around 1.5 - 2 hours, based on the following schedule. You may wish to hold the meeting over lunchtime or during the early part of an evening.

00:00	Host introduction
00:05	Presentation: Metabolic Syndrome and Mental Health
00:30	Discussion of roles and responsibilities
00:40	Discussion centred on the guide provided in this packet
01:30 / 01:45	Conclusion and distribution of questionnaires

Moderator

A senior member of your organisation, preferably someone with experience of facilitating group discussion, should present and moderate the workshop.

Alternatively, you may wish to consider inviting a key opinion leader (KOL) to present the slide set, to add credibility to the workshop and encourage maximum attendance. A KOL might be a prominent member of your organisation with high-profile expertise in the area of mental health and/or metabolic syndrome.

Inviting participants

Begin organising your workshop early enough to secure the location and the people you want to attend. Invitations to participants / the workshop announcement should be distributed well in advance of the proposed date to ensure maximum attendance. You may also want to consider developing a waiting list of potential participants to replace anyone who cancels attendance at the last minute, and to identify the level of interest for a repeat workshop.

Promoting the workshop

Review the contents of this global education packet and share information about the workshop with key colleagues in other offices. Invite members of your organisation to attend the workshop, announcing it via post, email, or your regular newsletters.

You should also look for other ways to 'spread the word' as well, such as sending notices of the workshop to local mental health clinics and support groups, professional health associations in your community, and primary care practitioners' offices. If demand exceeds the number of places available, consider holding a repeat event.

Translation and adaptation of materials

Depending upon participants' fluency and understanding of English, it may be appropriate to translate the slide set, discussion guide and feedback questionnaire into your local language. You may also wish to strengthen the slide set by supplementing it with local statistics and data for your country / region as appropriate.

Workshop materials

Agree in advance of your workshop what materials will be required, and consider combining materials into a folder with your organisation's information. At the workshop, you may wish to provide participants with:

- Copy of the presentation, including tailored ending
- Selected discussion guide (one only)
- Leaflet/s
- Copy of the review paper from the Journal of Clinical Psychiatry[1]
- Feedback questionnaire

Workshop logistics

Selecting a venue

Things you may consider when selecting a venue:

- Is the venue appropriate for the participants you wish to invite?
- Is the venue accessible via public transport?
- Are there car parking facilities nearby?
- Is the venue easy to find?

Meeting room

- Is the meeting room easy to find? Are there any obstructions (e.g. pillars) in the room that may make viewing slides difficult?
- Are there likely to be any noise disturbances close to the room? (e.g. kitchen, building work)
- Is the room suitable for the number of people who will be attending the workshop?

Audio Visual (AV) and catering requirements

- What AV equipment is available at the venue?
- Is there a technician available?
- What AV equipment can be hired from the venue and how much will it cost?
- Is there a telephone in the meeting room?
- Can refreshments be served in the room?

Working with the venue

Make sure you confirm all arrangements with the venue in advance of arriving for your meeting; this should include:

- Equipment required, including whether or not you require the assistance of a technician
- Room layout, e.g. lecture theatre, classroom style, boardroom style, etc, and whether note pads, pens, water, etc are required in the room
- Refreshment timings
- Number of participants for catering purposes – don't forget to include all organisers
- How the bill for the meeting will be settled
- Ensure you know how to reach the key venue contact to ask for assistance on the day of the workshop if required

Feedback and review

At the end of your workshop, please ask participants to fill out and return the feedback questionnaire whilst they are still in the room. The following week, call your workshop planning group together to review what was successful, what could have been improved, and what will be beneficial to do at your next workshop.

The World Federation for Mental Health would be grateful for the summarised results of questionnaires and any other feedback you can offer so we can improve the materials and assistance we provide to you in the future. Please send feedback by email or post to:

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