



CATHOLIC PRIMARY
PRINCIPALS ASSOCIATION WA

I have come that you may have life and have it to the full | John 10:10

LEADING FOR WELLBEING STRATEGY

Key Services Framework



Catholic Primary Principal's Association
Email: cppa@cppa.wa.edu.au Web: www.cppa.wa.edu.au

WE ARE CATHOLIC

WE ARE PRIMARY

WE ARE PRINCIPALS

WE ARE AN ASSOCIATION



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October 2020

MESSAGE FROM OUR WELLBEING PROJECT TEAM

Welcome to our Key Services Framework, designed for the wellbeing of our leaders in schools. As Dr. Phil Riley's research has highlighted every year for nearly a decade now, only you can know what is reasonable for your long-term wellbeing, that this cannot be done for you from the outside and is too important to be left in others control. It is important for all to understand, especially our young and emerging leaders, that to be an effective leader we need to maintain a healthy balance of work and play.

The vision of CEWA Ltd is to create and support a Christ-centered community of engaged, healthy leaders that inspire all to actively live out Gospel values. Christ regularly took time away from his work to pray, rest and reflect. Our wellbeing framework is designed to support all those who work in Catholic Education, especially those in leadership positions, to realise this vision. Our rollout of wellbeing modules in 2021, we believe, will provide great opportunities for you to develop this balance in your life.

We hope you can *dip the toe* into the calming waters of learning more about yourself to become an even better leader now and into the future.

I commend the Wellbeing Key Services Framework to you.

Mark Powell
President
CPPA (WA)

Shane Baker
Wellbeing Project Leader
CPPA (WA)

Catholic Primary Principal's Association
Email: cppa@cppa.wa.edu.au Web: www.cppa.wa.edu.au



LEADING FOR WELLBEING: Key Services Framework (KSF)

INTRODUCTION

CPPA need to work hard to deliver on the Wellbeing Strategy using an integrated framework (KSF) that recognises, both the CPPA driven WB strategy and our already existing CEWA services both centrally and regionally, have to work together. This will be a work in progress with the goal being that this level of support can appreciate and enhance the mental health and wellbeing of our leaders. It is hoped that this framework represents a collective aspiration, whilst acknowledging there are some gaps in the current system to deliver a well-rounded system of wellbeing services for leaders in schools.

Central Services for Schools

The Wellbeing Strategy is not duplicating services to members already available through CEWA. These include employment services, legal counsel, payroll, workers compensation, OH&S, Media and Communications and child safety-based programs already being offered within the CEWA organisation.

This framework (KSF) supports our overall Wellbeing Strategy through the provision of a number of key services that we hope are well received by our leaders in schools in the first instance. These services will provide a robust framework for our membership through the promotion of mental health and wellbeing at work.

Regional Services for Schools

We understand and appreciate that our Regional Offices (Bunbury, Geraldton and Broome) also aim to provide vital operational services that support schools at the local level. They are frequently the first point of call for many of the day to day challenges that our leaders face. Regional leaders support leaders through advice, guidance and coaching. These current services will be supported by CPPA's Key Services Framework in regional WA schools will also provide a robust framework for the promotion of health and wellbeing at work.

Contact Person

The Key Services Framework is coordinated by our CPPA Project Officer who will liaise and collaborate with the services being made available. This person is part of the CPPA Wellbeing Project Team funded to facilitate the WB strategy.

Key Services Framework (see over)

- PREVENTION WB 1.0 to WB 9.0
- PROMOTION and ACTION: WB 10.0 to WB 21.0.

Key Services Framework: PREVENTION

Key INITIATIVE	WB 1.0 School Policy Template	WB 2.0 Principal Mentor Program	WB 3.0 Central and Regional Capability
What is it?	System template for school policy adoption	Program offered to principals using recently retired (within 4 years) principals with training from CEWA.	See INTRODUCTION on the CPPA website.
How does this benefit me?	Time saver and gives clarity; easy to find.	Improved wellbeing. Helps develop social capital Develops a growth mindset	Helps develop social capital working in networks. Encourages positive leadership and cultural practices.
Provider/Entity	CEWA Ltd	CEWA Ltd	CEWA Ltd
Implementation Date	2023	2021	2021 ongoing.
Cost		tba	Nil
Contact Person		CPPA Project Officer or CEWA Mobile: 0418 940 050 Email: iccs2506@gmail.com	CPPA Project Officer Mobile: 0418 940 050 Email: iccs2506@gmail.com

Key Services Framework: PREVENTION

KEY INITIATIVE	WB 4.0 Wellbeing early intervention program	WB 5.0 Complex Matter Support	WB 6.0 SLPRL Service
What is it?	Early intervention for principals requiring support through self-referrals. Access to mental health and physical support sessions.	A legal service will coordinate and connect principals with supports and representation (not covered by CEWA) in areas including employment law, contract law and unfair dismissal.	A one-stop-shop for leaders to determine Professional Renewal Leave opportunities and initiatives.
How does this benefit me?	Self-referrals often can make a significant difference to “nipping mental health issues in the bud”. It is all about early intervention.	These matters can be the single biggest factor for leaders not enjoying the job. Expert help is often appreciated and needed	PRL is underutilised and problematic for leaders (only 18% of Principals access this contract entitlement). Why? Now we have a one stop shop at your fingertips.
Provider Entity	EAP or private provider with a CEWA brokered rate for leaders.	<ul style="list-style-type: none"> Panetta McGrath Lawyers are specialist in this area. 	CPPA Project Officer
Implementation Date	2022	2021	2021
Cost		To be reviewed annually but covered by individual.	A free service for members.
Contact Person	CPPA Project Officer Mobile: 0418 940 050 Email: iccs2506@gmail.com	CPPA Project Officer Mobile: 0418 940 050 Email: iccs2506@gmail.com	CPPA Project Officer Mobile: 0418 940 050 Email: iccs2506@gmail.com

Key Services Framework: PREVENTION

KEY INITIATIVE	WB 7.0 Proactive Wellbeing Supervision	WB 8.0 Health Checks for Leaders	WB 9.0 Annual Golf Day
What is it?	Professional supervision provided by an outside provider and external to CEWA.	Principals access this service to check on their health by undertaking a full medical examination as part of workshops being offered by THRIVE (see Modules 10 and 13)	A networking opportunity for members to participate in the annual principals Golf Day – a joint project with Catholic Secondary Principals Association.
How does this benefit me?	Supervision sessions would be at the end of a school term/semester	Minimises hidden health risks Prevents the escalation of risks into serious illness or injury.	Health and wellbeing as well as enjoying the benefits of networking with colleagues in the wide-open spaces of a golf course.
Provider/Entity	TBC	THRIVE	CPPA/CSPA
Implementation Date	2023	Any time following attendance at a THRIVE workshop in 2021.	Thursday October 7 2021
Cost		Contact THRIVE for the cost.	tba
Contact Person		steve@thriveow.com or on 0406 625 171.	CPPA Project Officer Mobile: 0418 940 050 Email: iccs2506@gmail.com



MODULE 10.0

THRIVE WORKSHOP: KNOW SELF – COMMUNICATION IS THE KEY



▼ WHAT IS THE MODULE ABOUT?

Difficult conversations are inevitable, particularly amongst educational leaders. A difficult conversation is an interaction between two or more people where (1) stakes are high, (2) opinions vary and (3) emotions run strong (Stone, Patton, & Heen, 2002). Having to initiate difficult staff/parent conversations can cause a tremendous amount of anxiety and potentially lead to procrastination and avoidance of serious workplace or school cultural issues. The ability to have difficult conversations is an art and requires a well-refined skill-set to ensure that leaders can build both their competence and confidence in communicating to various audiences that lead to successful school outcomes, in addition to promoting a culture of safety and trust within the community.

▼ WHY SHOULD I PARTICIPATE?

The team at THRIVE draw on cutting edge research from a variety of distinct but interconnected fields including lifestyle medicine, exercise science, sport and exercise psychology, organisational and occupational health psychology, and coaching psychology.

▼ HOW IS IT DELIVERED?

A one-day workshop with face to face presentations, workshops and interactions.

▼ WHAT ARE THE BENEFITS AND WHAT WILL I WILL GET OUT OF IT?

This module will provide leaders with the following outcomes:

- An understanding of the current research on wellbeing.
- Develop an understanding of psychological safety.
- How to initiate difficult conversations.

Be equipped with a skill-set to ensure competence and confidence in this space.

▼ DETAILS (Cost, Venue and Dates)

\$450.00 full day workshop morning tea and lunch provided.

CPPA Members \$350.00.

Monday 23 August 2021 at Newman Siena Centre

▼ REGISTRATION AND CONTACT PERSON

To register follow the link:

<https://www.trybooking.com/BMFEP>

More Information

Contact CPPA Officer

Mobile: 0418 940 050 or Email: iccs2506@gmail.com



MODULE 11.0

PRINCIPALS' WELLBEING FORUM

The program provides practical advice on ways to safeguard personal health and wellbeing and foster a school culture conducive to the optimal wellbeing of all.



▼ WHAT IS THE MODULE ABOUT?

The Principals' Wellbeing Forum supports principals to better understand and proactively manage their day to day health and wellbeing so as to be more effective role models within their schools. It is delivered online via a series of interactive discussions and related tasks. The program is delivered to cohorts from multiple schools and is built around the concept of a supportive community of practice.

This module will be introduced at CPPA Members Day on Friday 14 May 2021.

▼ WHY?

An overwhelming body of research is highlighting the excessive stress and duress faced by school leaders. Along with a growing number of T-12 education stakeholders, we argue that this is a critical challenge and requires immediate attention at multiple levels. The wellbeing and effectiveness of our school leaders is inextricably linked to the health, wellbeing and performance of our wider school communities and ultimately our students.

▼ HOW IS IT DELIVERED?

The Principals' Wellbeing Forum is delivered over a five-month period. Every three weeks, school leaders will convene for a highly interactive online conference using NESLI's eLearning portal. Participants will form into smaller sub-groups for periodical conversations throughout the program. Additionally, a range of related activities will be available to participants to further support them in their wellbeing journey. Designed specifically for school leaders, the Forum is sympathetic to the pressures and responsibility of school leadership and will not require a commitment of more than 3.5 hours per month.

▼ WHAT ARE THE BENEFITS AND WHAT WILL I GET OUT OF IT?

The Forum will provide Principals with the following outcomes:

- Understand the links between social capital and wellbeing
- Explore practical strategies to enhance personal wellbeing
- Understand how to have a meaningful dialogue around wellbeing in your school
- Help increase social capital and inclusion in your school
- Collaborate with other school leaders to discuss wellbeing across the sector

Find new ways to lead wellbeing conversations with your staff and students.

▼ FORUM MODULES

M1 The critical importance of school wellbeing

M2 Know thyself Addressing & Overcoming Challenges

M3 Building and developing resilience

M4 Mastering the art – Influence for wellbeing

M5 Career fulfilment and Professional wellbeing

Nesli Registration and costs - \$900.00 Book at
Contact CPPA Project Officer or go to <https://www.trybooking.com/BMHKL>
Mobile: 0418 940 050 or Email: iccs2506@gmail.com



MODULE 12.0

NETWORKING – BUILDING SOCIAL CAPITAL

Building Networks and Communities of Practice



▼ WHAT IS THE MODULE ABOUT?

The following services are available to principals:

- CPPA networking services.
- Local networks.
- PRL services.
- Professional Associations.

Riley's research is clear on the significance of networking in supporting our mental health and wellbeing. Do you gain any benefits from your networks? This workshop will help find some answers to this question.

▼ WHY SHOULD I PARTICIPATE?

If you don't network then how do you build social capital in your work and your profession.

▼ HOW IS IT DELIVERED?

A one-day workshop with face to face presentations, workshops and interactions.

▼ WHAT ARE THE BENEFITS AND WHAT WILL I GET OUT OF IT?

This module will provide leaders with the following outcomes:

- Gather some data on what makes you tick.
- Look at evidence-based research that will convince you to network.
- Learn what happens if we don't network.
- Gain a better understanding of the Bastow Institute and their work with CoPS

▼ REGISTRATION AND COST

\$300.00 full day workshop morning tea and lunch provided.

CPPA Members \$200.00.

Monday 19 March 2021; repeated 12 August 2021 at Newman Siena Centre

▼ CONTACT PERSON

To register follow the link <https://www.trybooking.com/BMHKM>

More Information

Contact CPPA Project Officer

Mobile: 0418 940 050; **Email:** iccs2506@gmail.com



MODULE 13.0

THRIVE Workshop: Managing Staff Mental Health

▼ WHAT IS THE MODULE ABOUT?

Managing staff mental health and a gut feeling about your own health and wellbeing.

▼ WHY SHOULD I PARTICIPATE?

During the past decade, Australian Principal health and wellbeing research has seen a consistent increase in the reporting of staff mental health issues amongst Principals and Deputies. The complexity of such issues, in addition to the potential ramifications involved in mismanagement, require that educational leaders not only have the necessary skill-set and framework to effectively deal with the inevitability of such workplace issues arising, but are also well supported at both a system and collegiate level. A more refined understanding of mental health, in addition to developing a culture of psychological safety, are areas of professional development that are both salient and desperately needed amongst educational leaders.

▼ HOW IS IT DELIVERED?

A one-day workshop with face to face presentations, workshops and interactions.

▼ WHAT ARE THE BENEFITS AND WHAT WILL I GET OUT OF IT?

The module will provide leaders with the following outcomes:

- Be equipped with the necessary skill-set and framework to effectively deal with the issue.
- Support at the collegiate level when dealing with such matters.
- A more refined understanding of mental health and psychological safety.

▼ COST

\$450.00 full day workshop morning tea and lunch provided.

CPPA Members \$350.00.

Monday 29 March 2021 at Newman Siena Centre

▼ REGISTRATION AND CONTACT PERSON

To register please follow link <https://www.trybooking.com/BMHKN>

More Information

CPPA Project Officer

Mobile: 0418 940 050; **Email:** iccs2506@gmail.com



MODULE 14.0

THE STAFF WELLBEING TOOLKIT

Supporting staff health and wellbeing across Australian schools.

▼ WHAT IS THE MODULE ABOUT?

The Toolkit is a group development platform designed to help schools create a professional climate which is conducive to the optimal health and wellbeing of all staff and help improve social capital across the organisation. The only program of its kind in Australia, the Toolkit assists individuals to proactively manage their own wellbeing and provides strategies for professional communities to better understand and support each other.

▼ WHY SHOULD I PARTICIPATE?

The success of our schools is intrinsically linked to the performance of their people. The Principal Health and Wellbeing Survey puts the spotlight on the increasing stress and duress Principals are experiencing on a daily basis. In parallel, numerous studies demonstrate that unacceptable stress levels are affecting teachers at all career stages. In addition to recognising the implications of this trend for the health and wellbeing of our educators, it also raises important concerns around the impact on our classrooms and learning environments.

▼ HOW IS IT DELIVERED?

The Toolkit is designed to be delivered as an all-of-staff program thereby raising awareness around wellbeing and improving social capital right across school. The Toolkit comprises five modules and is delivered via multiple modalities including online tutorials, peer learning sessions and a range of interactive tools and resources. Importantly, the program is designed to ensure minimal disruption to staff workloads.

▼ WHAT ARE THE BENEFITS I WILL GET?

- Explore practical strategies to enhance personal wellbeing
- Understand how to have a meaningful dialogue around wellbeing in your school
- Help increase social capital and inclusion in your school

▼ FORUM MODULES

M1 The critical importance of school wellbeing

M2 Know thyself Addressing & Overcoming Challenges

M3 Building and developing resilience

M4 Mastering the art – Influence for wellbeing

M5 Career fulfilment and Professional wellbeing

Nesli Registration and costs - \$95 per staff member.
Contact CPPA Project Officer for bookings and more information

Mobile: 0418 940 050 or **Email:** iccs2506@gmail.com



MODULE 16.0

Erickson International Coach Qualification - Online



▼ WHAT IS THE MODULE ABOUT?

Coach Qualification (Modules 1 and 2) 70 hours accredited with the ICF with 10 hours mentoring.

Erickson is a world renown coach training institution based in Vancouver, Canada but works in 45 countries worldwide. This will be the second time Erickson will be working with leaders in our schools in Western Australia.

▼ WHY SHOULD I PARTICIPATE?

World class coach training is a deeply personal journey of discovery that leaders can learn from whilst gaining an appreciation of self and others. This could be your best professional learning opportunity ever experienced.

▼ HOW IS IT DELIVERED?

Using an online platform that will be available during WST work hours thus making it very accessible to leaders. A regular weekly online session over **11 weeks for Module 1 and 8 weeks for Module 2** working with Erickson coaches on Wednesdays starting at 3.30pm, with sessions running for 3hours (with a break).

▼ WHAT ARE THE BENEFITS AND WHAT WILL I GET OUT OF IT?

This module will provide leaders with the following outcomes:

- Conduct Solution Focused coaching conversations from beginning to end
- Effective coaching session outcomes every time
- Apply powerful questioning techniques for effective solutions and actions
- Develop a positive self-image

▼ REGISTRATION AND COST

AUS\$5,300.00 for the qualification (2 Modules).

Dates: M1 Course begins Thursday 3.30pm 25 February 2021 (with a 2-week holiday break)

M2 Course begins Thursday 3.30pm 10 June 2021 (with a 2-week holiday break)

▼ CONTACT PERSON

To register please follow the link <https://www.trybooking.com/BMHKQ>

More Information

CPPA Project Officer

Mobile: 0418 940 050; **Email:** iccs2506@gmail.com



MODULE 17.0

Erickson International Coach Qualification – In Person



▼ WHAT IS THE MODULE ABOUT?

Coach Qualification (Modules 1 and 2) 70 hours accredited with the ICF with 10 hours mentoring face to face here in Perth. This could be your best professional learning opportunity ever experienced.

Erickson is a world renown coach training institution based in Vancouver, Canada and works in 45 countries worldwide.

▼ WHY SHOULD I PARTICIPATE?

World class coach training is a deeply personal journey of discovery that leaders can learn from whilst gaining an appreciation of self and others.

▼ HOW IS IT DELIVERED?

In person in Perth from 2022.

▼ WHAT ARE THE BENEFITS AND WHAT WILL I GET OUT OF IT?

This Module will provide leaders with the following outcomes:

- Conduct Solution Focused coaching conversations from beginning to end
- Effective coaching session outcomes every time
- Apply powerful questioning techniques for effective solutions and actions
- Develop a positive self-image

▼ REGISTRATION AND COST

TBA

▼ CONTACT PERSON

More Information

CPPA Project Officer

Mobile: 0418 940 050; **Email:** iccs2506@gmail.com



MODULE 18.0

Smiling Mind



▼ WHAT IS THE MODULE ABOUT?

A workshop in two parts:

Workshop A - 'Leading By Example' - Our standard introductory workshop for leaders. Focus on teacher wellbeing so they can understand mindfulness from an experiential level and can therefore be authentic when introducing it to students.

Workshop B - 'Bringing It To Life' - Our standard second workshop for leaders. The focus is on how to practically start using Smiling Mind in the classroom. More interactive than Foundation A, allowing teachers to practice introducing a lesson and action planning.

▼ WHY SHOULD I PARTICIPATE?

Mindfulness is a wonderful way to de-stress you or the class. A schoolwide approach using an integrated social and learning curriculum designed by the team at Smiling Mind.

▼ HOW IS IT DELIVERED?

A half day workshop with face to face presentations, workshops and interactions.

▼ WHAT ARE THE BENEFITS AND WHAT WILL I GET OUT OF IT?

This series of workshops will provide leaders with the following outcomes:

- How Smiling Mind can support them to create a mindful generation
- What mindfulness is and how to practice mindfulness
- The difference between mindfulness and meditation
- Why mindfulness is important now

▼ REGISTRATION AND COST

\$225.00 per person

10 May 2021 and repeated 16 August 2021 at Good Shepherd School Lockridge.

▼ CONTACT PERSON

To register follow the link <https://www.trybooking.com/BMHKR>

More Information

CPPA Project Officer

Mobile: 0418 940 050; **Email:** iccs2506@gmail.com



MODULE 19.0

EQ 360 Certification



▼ WHAT IS THE MODULE ABOUT?

A certification program that includes a 2-day certification workshop with a post certification online exam that will give you access to administer the online portal that measures Emotional Intelligence using a 360 feedback tool.

▼ WHY SHOULD I PARTICIPATE?

Understanding emotional intelligences or competencies can make a big difference to how we lead self and others. This tool is ideal to use in your performance management of staff, middle leaders or Assistant Principals. The debriefing session is done by a coach with the Principal in the room and then ideally followed up by the Principal for a goal setting session(s) as part of the professional growth planning process in your school.

▼ HOW IS IT DELIVERED?

A two-day workshop with face to face presentations, workshops and interactions. These workshops form part of an overall 30-day certification process.

▼ WHAT ARE THE BENEFITS AND WHAT WILL I GET OUT OF IT?

This module will provide leaders with the following outcomes:

- Position yourself as the Go-To person for results-focused development coaching
- Develop high performing leaders and teams that deliver greater value
- Deliver tangible improvements in individual team and school effectiveness
- Proactively support your high potential people through structured development

Address performance issues relating to emotional intelligences and mental health

▼ REGISTRATION AND COST

\$2,250.00 (plus GST) per person. Group discounts available.

Thursday/Friday 25-26 February 2021 and repeated:

Thursday/Friday 17-18 June 2021

Thursday/Friday 18-19 November 2021

Newman Siena Centre

▼ CONTACT PERSON

To register follow the link <https://www.trybooking.com/BMHKS>

More Information

Contact CPPA Project Officer

Mobile: 0418 940 050; **Email:** iccs2506@gmail.com



MODULE 20.0

THRIVE WORKSHOP

Power of Movement and breathing in Mental Health and Wellbeing.



▼ WHAT IS THE MODULE ABOUT?

This workshop is part of a 4-day set of workshops that include Modules 8,10 and 13 spread across the year for leaders delivered by THRIVE Organisational Wellness.

▼ WHY SHOULD I PARTICIPATE?

Everybody breathes continuously each day in order to sustain life, however, some people breathe much more efficiently than others. Taking on new knowledge of what you need to do to thrive in your work and personal life.

▼ HOW IS IT DELIVERED?

A one-day workshop with face to face presentations, workshops and interactions.

▼ WHAT ARE THE BENEFITS AND WHAT WILL I GET OUT OF IT?

The Forum will provide Leaders with the following outcomes:

- How exercise can become a regular part of your life
- How controlling breathing can impact your stress response
- How we can invoke the relaxation response during a fight and flight response
- How we can adopt regular breathing exercises.

▼ COST

\$450.00 full day workshop morning tea and lunch provided.

\$350.00 for CPPA Members.

Monday 17 May 2021 at Newman Siena Centre

▼ REGISTRATION AND CONTACT PERSON

To register follow the link

<https://www.trybooking.com/BMAZY>

More Information

CPPA Project Officer

Mobile: 0418 940 050; **Email:** iccs2506@gmail.com



MODULE 21.0

Need a good coaching conversation?

A solutions-focussed approach to coaching for leaders.



▼ WHAT IS THE MODULE ABOUT?

When maybe you are thinking about new opportunities, seeking to apply for a new job or planning to leave the leadership role for one reason or another then who do you have a powerful and purposeful conversation with? Working with a good coach can help with this over 3 or 6 sessions by finding a solution for the way forward.

▼ WHY SHOULD I PARTICIPATE?

Leadership can become lonely depending on the circumstances (tough decisions, working in a remote location and dealing with complex matters) and we need to talk someone we trust and who is trained in using a solutions focused approach to these circumstances. We use current and recently retired Principals as coaches who engage you in powerful conversations. Who do you talk to and trust?

▼ HOW IS IT DELIVERED?

Face to face coaching works well but if not possible then other platforms are available like ZOOM, TEAMS or by phone that also work well. We use experienced recently retired Catholic Primary School Principals as our coaches and this works well.

▼ WHAT ARE THE BENEFITS AND WHAT WILL I GET OUT OF IT?

The module will provide leaders with the following outcomes:

- A strong relationship with someone you can trust and share with and who is not employed by CEWA.
- Coaching sessions completed using the Erickson coaching arrow.
- Goals and intentions set are achieved in an organised and timely manner.
- A kit bag of evidence-based strategies to use in your everyday work.

▼ COST

- Contracts for 3 sessions \$800.00; 6 sessions \$1500.00.
- Sessions are spread over the year and at your pace, time and location.
- Costs cover the 60-minute session and any in between follow up work or calls.

Only trained and accredited coaches who meet ICF standards will be contracted to work with you.

▼ CONTACT PERSON

Contact CPPA Project Officer

Mobile: 0418 940 050; **Email:** iccs2506@gmail.com