

PLATF_{FORM}

COUNSELLING FOR EMPLOYEES

Welcome pack



hello@platformwellbeing.com



WELCOME

Thank you for choosing Platform Wellbeing. This guide includes key contacts, ways to spread the word about this service and a template email.

2. Meet the team
3. The referral process
4. Ways to let your staff know
5. Template email
6. Poster



MEET THE TEAM



KATHERINE POTTER

Head of Therapies

✉ katherinepotter@platformwellbeing.com



MARY ROGERS

Business Development Manager

✉ maryrogers@platformwellbeing.com



THE PROCESS

01

REFERRAL

Employees can self-refer for counselling by completing this form:
<https://bit.ly/4dWwGnl>

02

PAIRED WITH A COUNSELLOR

Our Lead Counsellors first consider the needs of the individual and then pair them with a counsellor best suited to those needs.

03

START COUNSELLING

Start at a suitable day and time, online, by phone or face to face in Cardiff or Swansea.

04

INVOICING

We only charge as and when your employees access our employee counselling service.



LETTING YOUR STAFF KNOW

EMAIL ANNOUNCEMENT

Send a detailed email outlining the benefits and services of the employee counselling service, including contact information and how to access it. (Template below)

STAFF MEETINGS

Discuss employee counselling during team meetings or company-wide gatherings to ensure everyone is aware and can ask questions.

INTRANET OR COMPANY PORTAL

Post information on your company's internal website or portal, making it easy for employees to find and reference.

POSTERS AND FLYERS

Place informational posters and flyers in common areas such as break rooms, restrooms, and bulletin boards.

MANAGER COMMUNICATION

Encourage managers to talk to their teams about the service and that it's available as and when your employees need them.



TEMPLATE EMAIL

Hello

We wanted to let you know that as a (Company) employee you can now access (number of sessions) counselling sessions with Platform Wellbeing – if and when you need it. The process is confidential, with invoices only showing a client number, so we will never know if you have accessed the service.

If you would like to access counselling here is the process:

1. You can refer yourself for counselling by completing this form: <https://bit.ly/4dWwGnl>
2. A Platform Wellbeing Lead Counsellor will first consider your needs and then pair you with a counsellor best suited to those needs.
3. Agree on a suitable day and time and start sessions online, by phone or face to face in Cardiff or Swansea.

How can counselling be helpful?

Perhaps there's specific challenge you're facing, or you just aren't feeling yourself right now. Talking in a safe, confidential space can help gain clarity about thoughts, concerns and past experiences. Discussing how you are feeling, and why you're feeling it, can lead to a better understanding of the things that add to and shape you.

This may help you see things from a different angle, making things easier to manage. It may also help you find ways to manage during the times when things are difficult.

About Platform Wellbeing

Platform Wellbeing is part of Platform, the charity for mental health and social change providing training around mental health, workplace wellbeing support and counselling to organisations and individuals across the UK.

PLATFFORM WELLBEING

COUNSELLING FOR EMPLOYEES

ONLINE, BY PHONE OR FACE TO
FACE IN CARDIFF AND SWANSEA .

Are you facing a specific challenge or just not feeling yourself and could benefit from counselling support?

If you need support now, our private counsellors can work with you, whatever the challenge.

HOW TO GET STARTED.

1. Complete a super quick referral form.
2. We will pair you with a counsellor best suited to your needs.
3. Start sessions on a suitable day and time

COMPLETE
FORM



“

I HAVE APPRECIATED A LISTENING EAR. IT HAS BEEN HELPFUL TO ME WHEN EVERYTHING HAS SEEMED SO CONFUSING AND HELPLESS. I AM GRATEFUL FOR OUR SESSIONS.



platformwellbeing.com



02920 440 191
hello@platformwellbeing.com

PLATFFORM

For mental health and social change
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PLATF **FORM**

**Thank you for choosing
Platform Wellbeing.**

If you have any queries just get in
touch with one of the team.