

Intervention timeline for managers

GEM Study: E-Learning Timeline



Throughout the process, please feel free to contact [REDACTED], your facilitator, if you so wish:

E-mail: [REDACTED]

Phone: 07[REDACTED]

Week	Date	Activity	Notes
Week 1 & Week 2	9 th / 10 th October	Manager briefing by the project facilitator	Purpose of research project explained. Role of the manager and what is expected.
	15 th /16 th /17 th October	Managers provided with log in details	Opportunity to discuss and ask questions.
	After briefing	Complete the baseline quiz	The baseline quiz is for research purposes only and you are not expected to gain a very high score.
	After completing quiz	Complete the Introduction Module	This will have been introduced at the facilitation session.
Week 3	WB 21 st Oct	Complete Modules 1, 2 and 3 <ul style="list-style-type: none"> • Module 1: Why tackle pressure at work? – health issues • Module 2: Why tackle pressure at work? – economic issues • Module 3: Why tackle pressure at work? – the legal issues 	Phone or e-mail the facilitator, if you wish, to ask questions or discuss the content and activities.
Week 4	WB 28 th Oct	Time to do motivation activity in Module 1 Catch-up week.	Feel free to talk to other colleagues studying the e-learning. Please do not share with anyone not taking part.

Week	Date	Activity	Notes
		Revisit program if you so wish.	Phone or e-mail the facilitator if you wish, to ask questions or discuss the content and activities.
Week 5	WB 4 th Nov	Complete Module 4: What can a manager do? How a manager can cause or reduce stress for their employees.	Phone or e-mail the facilitator, if you wish, to ask questions or discuss the content and activities.
Week 6	WB 11 th Nov	Time to put topic 4 into action Catch-up week. Revisit program if you so wish.	Please make sure you do this activity as comprehensively as you can. Doing so will help you to achieve maximum benefit from the program. Feel free to talk to other colleagues studying the e-learning. Please do not share with anyone not taking part.
Week 7	WB 18 th Nov	Complete Module 5: Being proactive – Helping your team Basic HSE risk assessment process	Phone or e-mail the facilitator, if you wish, to ask questions or discuss the content and activities.
Week 8	WB 25 th Nov	Time to put topic 5 into action Catch-up week. Revisit program if you so wish.	Phone or e-mail the facilitator if you wish, to ask questions or discuss the content and activities.
Week 9	WB 2 nd Dec	Facilitated meeting A half-way meeting for managers to discuss how the e-learning is going. Opportunity to discuss motivation, competency and team activities and share thoughts and ideas. Opportunity to support each other. Opportunity to feed back views on the program.	A qualitative researcher will be present at this meeting to record views for research project purposes. These will be anonymous and NO views will be fed back to [organisation].
Week 10	WB 9 th Dec	Complete Module 6: Being proactive – Helping Individuals	Phone or e-mail the facilitator, if you wish, to ask questions or discuss the content and activities.

Week	Date	Activity	Notes
		Complete the final Quiz	<p>You can redo the quiz if you don't get a pass score the first time, and revisit any modules you wish.</p> <p>You will be awarded a certificate for successful completion.</p>
Week 11	WB 16 th Dec	<p>Time to start putting topic 6 into action</p> <p>Catch-up week. Revisit program if you so wish.</p>	<p>This topic is to enable you to build your skills and confidence in helping individuals - something you should be doing on an ongoing basis. Although there is no set time for this action to be completed, it is beneficial now to start thinking about and implementing what you have learned.</p> <p>It is recommended that you continue to do this.</p>