



May 21, 2024

Nishnawbe-Aski Legal Services Corporation Proposal

The Working Mind for the Legal Sector – Virtual Employee Training

Good afternoon Melissa,

Please find below a proposal for your employee mental health training.

SITUATION APPRAISAL

Nishnawbe-Aski Legal Services Corporation wishes to provide a training session on employee mental health for interested staff.

SERVICE DESCRIPTION

The Working Mind for the Legal Sector – Virtual Employee Training

The Working Mind for the Legal Sector is an evidence-based training of the Mental Health Commission of Canada, developed to initiate a shift in the way you think, act, and feel about mental health in the workplace. It is specifically designed for employees and managers in the legal sector. The course offers an employee version and a manager version for supervisors and team leads.

Designed by mental health experts in collaboration with legal professionals, this training program explores the different aspects of the industry while focusing on improving participants knowledge of mental health.

The goal of the TWM Legal Sector course is to give participants practical knowledge of mental health and mental illness so they can:

- Understand mental health/illness;
- Recognize signs and indicators in themselves and others;
- Reduce stigma and negative attitudes towards people with mental health problems in a legal/law firm setting;
- Support colleagues with mental health issues;
- Maintain their own mental health and improve their resilience.

TIMING AND LOCATION

This event will take place virtually, on **Tuesday, June 11, 2024, from 10:00am – 4:00pm Eastern Time**. The training will take place over Zoom video platform. Participants will break for lunch from 12:00pm-1:00pm ET, and will be provided with 2 short breaks throughout.

JOINT ACCOUNTABILITIES

Your responsibilities would include internal scheduling and ensuring the course minimums and maximums are adhered to (8-15 participants), participant RSVPs and providing the facilitator with a list of participant first, last names, and email addresses of the participants at least 8 days in advance of the course, ensuring **each** participant



has access to a camera, microphone, and computer or laptop to participate individually, as well as access to the desired training platform.

My responsibilities would include facilitating the training, securing a virtual moderator to assist participants should they require assistance with technology, providing each participant with a Zoom link as well as access to their online materials and certificates and responding to your questions and requests within one business day.

Together we will be responsible for immediately informing the other of any new developments that may impact this training.

TERMS AND CONDITIONS

The fees for this training for 8-15 participants are as follows:

- \$175.00 + HST per participant
- \$300.00 + HST moderator fee

Final numbers are to be confirmed no later than 8 days prior to the training.

Please note, the invoice will reflect the final numbers confirmed regardless if less participants attend due to pre-purchased access codes for each participant.

Payment terms are:

- \$1,000.00 deposit due on acceptance of this proposal. An invoice will be provided.
- Remaining balance due upon receipt of the final invoice.

This project, once approved, is non-cancellable for any reason, although it may be delayed, rescheduled, and otherwise postponed without any penalty whatsoever by Dec 31, 2024, given I am provided more than 48 hours' notice of the scheduled start time and the rescheduling happens on a mutually agreeable date and time.

If your organization cancels the event within 48 hours of the scheduled start time, the deposit will be forfeited and cannot be applied to a future session.

If less than 8 participants show up the day of the training, the facilitator reserves the right to cancel the course, and the client will forfeit their deposit. Therefore, it is recommended to try to aim for at least 12 registrants.

May 21, 2024



APPROVAL

Signature Krystina Hunter Date May 21/24

I feel very confident that I will be able to equip your employees with the knowledge, tools, and skills to help support their mental well-being and resiliency at work in the legal sector.

Yours in wellness,

Krystina Hunter

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