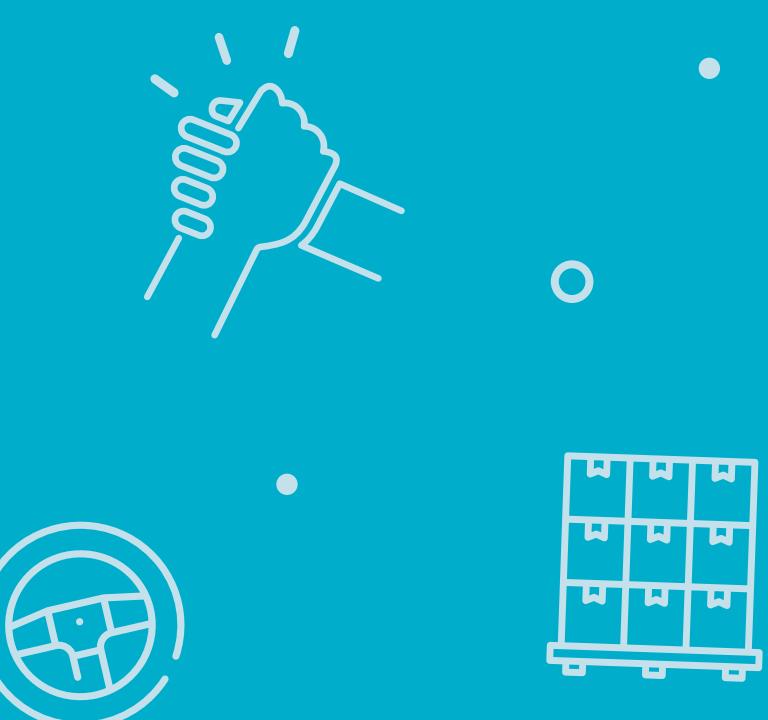




**Healthy  
Heads**  
Trucks & Sheds

**EVENT KIT**

Plan a Healthy Heads  
workplace event





# What's in the kit?

Click the home button any time to return to this index



## About HHTS

- Our story
- About this event kit

Click on a section to go directly to it.

## Planning your event

- Why should we hold a Healthy Heads workplace event?
- Event ideas
- How do we organise an event?
- Merchandise
- Optional speakers/inspiration

## Resources

- Key message templates & scripts
- Additional resources – keep the momentum going
- Share your efforts
- Always available content

## Checklist & Runschet

- Event checklist
- Event runsheet



Use the arrows to flick through the guide in order.



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## About Healthy Heads

# Our story

**Established in 2020, Healthy Heads in Trucks & Sheds (Healthy Heads) is a registered not-for-profit foundation that provides a national approach to improving mental health and physical wellbeing for people working in road transport, warehousing and logistics.**

The transport, warehousing and logistics industries face unique challenges that can impact the mental health and broader wellbeing of these workforces. Long hours, shift work, isolation, and high-pressure environments contribute to heightened stress and mental health concerns.

Our work focuses on the provision of industry specific tools, resources, training and programs to support businesses of all sizes and individuals, to create psychologically safe, healthy working environments in which people can thrive.





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## About Healthy Heads

# About this event kit

**This Event Kit has been developed to allow individuals and businesses in the sector to have everything they need to plan a Healthy Heads workplace event.**

It can be hard to know where to start in planning an event in your workplace, so this Kit has been designed to provide the simple, practical steps and everything you need to pull off an engaging and successful event.





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Planning your event

## Why should we hold a Healthy Heads workplace event?

A workplace event focused on mental health and wellbeing can have a lasting impact on staff engagement and overall workplace culture.

### Events like these can:

- ➔ Help create an environment where employees feel supported and valued.
- ➔ Encourage open communication and reduce the stigma often associated with mental health.
- ➔ Lead to a more connected and knowledgeable workforce where people feel:
  - comfortable seeking help when needed
  - confident about reaching out to support a mate.





 **About Healthy Heads**

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## Planning your event

# Event ideas

Your event or activity doesn't need to be extravagant. In fact, **keeping things simple and genuine will help people to feel more relaxed.**

This encourages a culture where people will actively participate and engage with the messaging.

Plan activities that provide opportunities for people to connect, talk to one another and help people get to know each other better, which, in turn, can break down existing barriers.

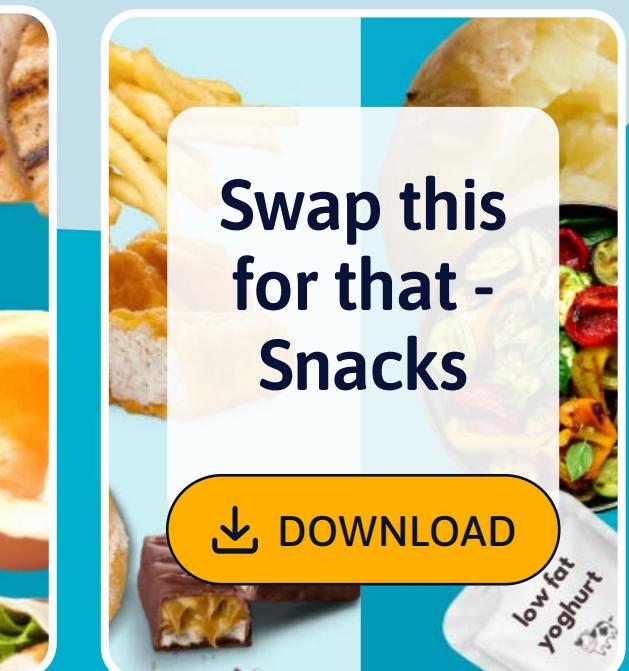
When people in the industry share their stories, it helps break down stigma and shows that open conversations about mental health and wellbeing make a real difference.

**Here are some event ideas to consider:**

- Toolbox talk
- Morning/afternoon tea
- Virtual connect event
- Breakfast/Lunch/Dinner catch ups
- Shift handover gatherings
- Games/friendly competitions that people can play together – e.g. fitness challenges

If catering the event - try to keep meals healthy.

eg. fruit salad cups, yogurt and muesli, veggie sticks and hummus, frittata, quiche, fresh sandwiches/wraps, BBQ meats with salads, etc.





## About Healthy Heads

### Planning your event

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## Planning your event

# Event ideas

As part of the event, provide resources that include practical tools and tips on how to look after mental health and wellbeing, how to support each other and where to turn for further support.

**Healthy Heads has loads of these types of resources, free and downloadable from our website.**



Download the Healthy Heads App  
Posters + social media tiles



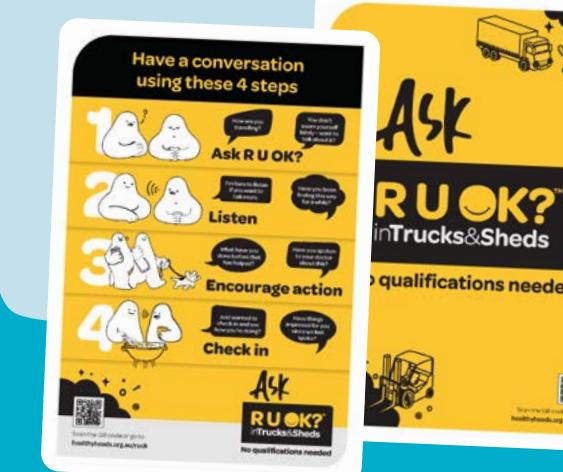
**Nutrition**  
Posters + social media tiles



**Recovery from Trauma**  
Guides + fact sheets



**R U OK**  
Posters + videos



**Exercise Posters**



**Balance Video**



**Multilingual Content**





 **About Healthy Heads**

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## Planning your event

# How do we organise an event?

The first step is thinking about the type of event that best suits your workplace.

Here is a series of questions to help get you started. You can put your answers to these questions straight into the [Event Checklist](#) and [Event runsheet](#) templates.

Consider the following event details:

- Face-to-face or virtual event?
- What activities will you include?
- Who will be invited/involved in your event?
- How will you promote the event?
- How can your managers, leaders and supervisors help to promote the event?
- Do you need to book a space or venue for the event?
- Have you considered catering, amenities, accessibility and safety?
- Have you considered having a guest speaker at your event?
- Will you display decorations or posters at the event and/or around the workplace?
- Have you ordered merchandise for your event?
- Have you downloaded the free Healthy Heads resources to share?
- Have you sent out invitations to save the date?
- Have you included support services in your communications such as your Employee Assistance Program (EAP)?





 **About Healthy Heads**

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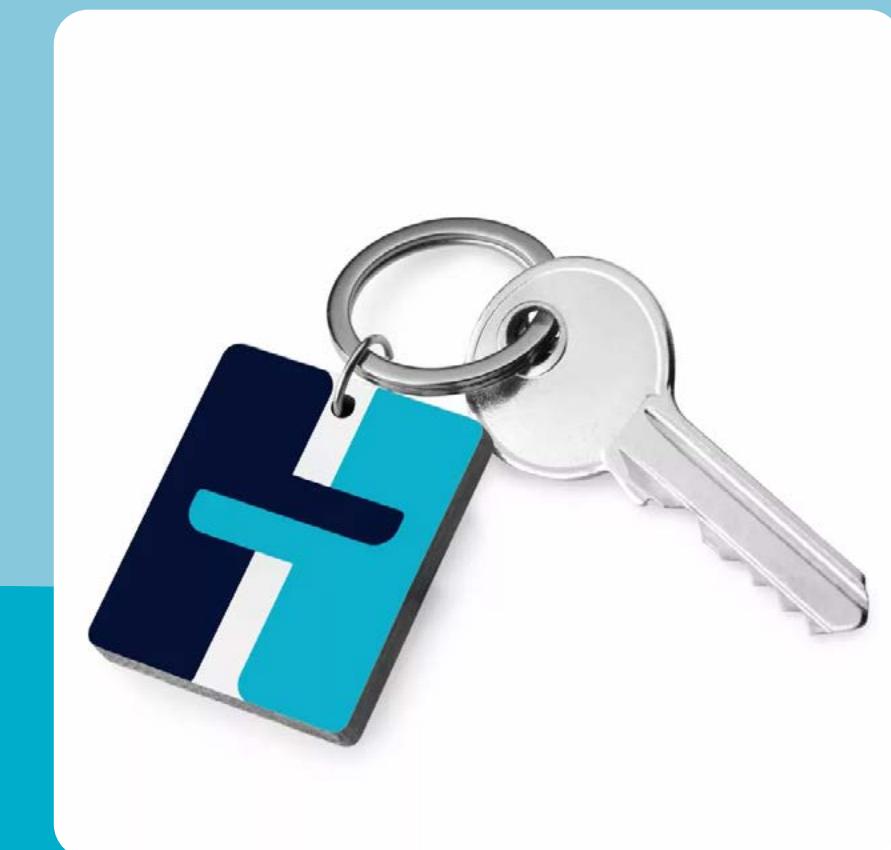
 **Checklist & Runsheet**

Planning your event

## Merchandise

Keep the conversation going by purchasing Healthy Heads merchandise as a gift for staff and to continue to promote and support us in raising awareness of the importance of mental health and wellbeing across the industry.

 **SHOP NOW**





 **About Healthy Heads**

## **Planning your event**

- Why should we hold a Healthy Heads workplace event?
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## Planning your event

# Optional speakers/inspiration

**You may wish to invite an additional external speaker to present and share their story/expertise.**

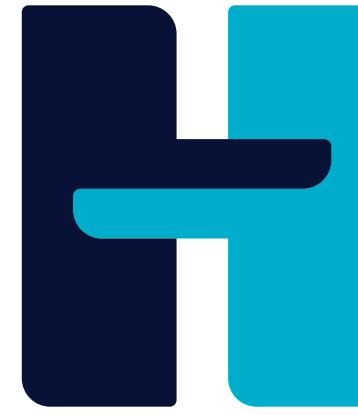
Some ideas for consideration:

- Healthy Heads in Trucks & Sheds representative
- R U OK? Ambassador
- Person with lived experience of Mental Health –  
(See R U OK? in Trucks & Sheds Case Studies)
- Exercise physiologist
- Nutritionist
- Sports personality



If you require suggestions on organisations who provide these services, please get in contact.





 **About Healthy Heads**

 **Planning your event**

## **Resources**

- Key message templates & scripts
- Additional resources – keep the momentum going
- Share your efforts
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 **Checklist & Runsheet**

## Resources

# Key message templates & scripts

On the day, you may include a team leader or wellbeing representative presenting on a particular topic.

Alternatively, the below **presentations** have been prepared by Healthy Heads for you to share:

**PRESENTATION:**  
**Healthy Heads – How can they support me?**



**Healthy Heads in Trucks & Sheds**

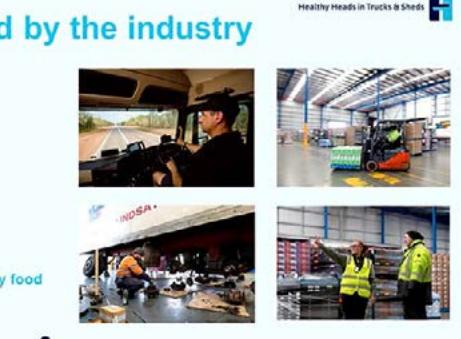
Supporting people across transport, warehousing and logistics

Automatic download > 

**VIDEO:**  
**Healthy Heads – How can they support me?**

**Challenges faced by the industry**

- 1 Long hours
- 2 Isolation
- 3 Tight deadlines
- 4 High work demands
- 5 Fatigue
- 6 Shift work
- 7 Limited access to healthy food



**PRESENTATION:**  
**About R U OK? in Trucks & Sheds**



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**VIDEO:**  
**A conversation could change a life**



**R U OK?**  
inTrucks&Sheds

*A Conversation Could Change a Life*





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## Resources

# Additional resources – keep the momentum going

**It is important that your event is not a stand-alone introduction or conversation about mental health and wellbeing, but rather part of an ongoing effort to keep the momentum going and the conversation alive.**

All of these resources can be scheduled into your existing communications, including newsletters, staff intranet and social media. They can also be displayed as looping videos on workplace screens in break rooms, sent as push notifications via workplace systems/apps, printed as posters for lunchrooms or bathroom doors, placed in change rooms, or included in your regular safety talks.

### **Mental Health Training**

Delivering training is a proactive approach to supporting early intervention and the framework of prevention, protection, and support. These training courses have been tailored to the industry.



### **Toolbox Talks**

Healthy Heads Toolbox Talks are designed to provide bite-sized information and facts ready to deliver straight to your team.



### **How Ya Travellin'?**

  
**Podcast**

A podcast from Healthy Heads in Trucks & Sheds to support the mental wellbeing of truckies, people working in warehouses and distribution centres, and right across the logistics sector, when and where they need it most.



### **Additional Resources**

Find a variety of additional resources designed to support and improve the wellbeing of those in the trucking, warehousing, and logistics industries.





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## Resources

# Share your efforts

**We would love to see your event/activity in action and hear how it went.**

We encourage you to take photos or a video (if it's appropriate to do so) and share with us via [info@healthyheads.org.au](mailto:info@healthyheads.org.au)

Post about your event on your social media channels with the hashtag **#HealthyHeads**

You can also tag us on Instagram with the handle [@healthyheadsaus](https://www.instagram.com/healthyheadsaus)



# Always available content

**All Healthy Heads resources are available for FREE via the Healthy Heads website: [www.healthyheads.org.au](http://www.healthyheads.org.au) or reach out for further information/detail via [info@healthyheads.org.au](mailto:info@healthyheads.org.au).**





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→ Event checklist

→ Event runsheet

# Event checklist

Answer the questions  
to plan your event



## Event questions

Face-to-face or virtual event?

What activities will you include?

Who will be invited/involved in your event?

How will you promote the event?

How can your managers, leaders and supervisors help to promote the event?

Do you need to book a space or venue for the event?

Have you considered catering, amenities, accessibility and safety?

Have you considered having a guest speaker at your event?

Will you display decorations or posters at the event and/or around the workplace?

Have you ordered merchandise for your event?

Have you downloaded the free Healthy Heads resources to share?

Have you sent out invitations to save the date?

Have you included support services in your communications such as your Employee Assistance Program (EAP)?

## Answers

Now transfer your event details to the runsheet on the next page  
(include timings, key tasks and delegations etc).



 **About Healthy Heads**

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# Event runsheet

Event Name:



Date:	Time:	Communication arrangements:
Location:		
Event Description:		Safety requirements:
Key Contact:		

Date/Time	Activity	Delegation	Detail	Completed
<b>Notes</b>				

Additional Attendees / Key contacts:

Name	Position	Contact Details
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