

Membership Handbook



Mental Health and Education Centre®
Make YOUR Mental Health PRIORITY



Mental Health And Education Centre ®

Make Your Mental Health Priority

Membership Handbook

Contents

Welcome	3
Who This Membership For	4
Introduction	5
Feature of This Membership	7
Aims of This Membership	9
Topics of Discussion	10
Live Events	11
Your Experience Certificate	12
General Guidelines	13
Video Domain Guidelines	15
Online/Visiting Seminars/Workshop Guidelines	16
Membership Contract	17
Help And Support	20
Introducing Your Supervisors	21



Welcome

In this membership you will learn the necessary skills and underpinning knowledge to practice safely and ethically in your profession and community, while also taking account of current pressures on your time and finances. We have worked intensively to provide expert designed led online trainings for professional and personal grooming for our members, tailored not only to your learning needs but also to enlighten others, grow into your professional life and get an unique individual identity.

In this handbook, you will find information that outlines various important aspects of the membership. We intend that you can refer to it throughout your learning journey with us, to guide you on your way.



Who This Membership Is For

- ④ BS 3rd year student of social sciences.
- ④ Motivated to serve community.
- ④ Must be technology friendly.

How to become a member of Mental Health and Education Centre:

- ④ For membership submit online application i.e. <https://mhec.com.pk/services>.
- ④ After submission you will receive an email for interview within 15 days.



Introduction

In this membership period your trainings have been designed in response to the rise of mental health issues and positive role of psychologist into communities, to provide awareness of mental health issues and strengthen the coping mechanism of people, as after COVID19 world has suffered a lot and many people are still unable to forget those dark years of this century. Though we expect that all the material in it will remain relevant well beyond this, and so will continue to serve both psychologists and communities well into the future.

The pandemic has changed all our lives, bringing a wide range of challenging emotions – fear, anxiety, grief, sadness, frustration, anger, guilt and loneliness, to name



just a few. While some feelings are shared by many people, each individual is also affected in unique ways, impacting on their relationships, work and wellbeing.

Indeed, many individuals are finding that their mental wellbeing is currently being deeply challenged, with no clear end in sight. For those who are emotionally vulnerable, it's a recipe for desperation, despair and distress – yet their counseling, perhaps their mainstay of emotional and psychological support, it is our primary professional and social responsibility to facilitate these individuals as much as we can and make them able to get themselves out from it and live a happy healthy life with their families.

Our aim is to make each individual of the community understand how they can make their mental health Priority.



Features of This Membership

- ① One year of membership chance to learn under experts' supervision, exercises and buddy training – all online.
- ① With this immense learning experience you will be able to enlighten your community as community ambassador under the guidance of your supervisor.
- ① Total flexibility to attend trainings with supervisor(s).
- ① Blended learning to accommodate varied learning styles, including visual, auditory and kinesthetic.



-  A balance of self-directed learning and live events so you can clarify your understanding and ask questions.
-  Supporting documents and experiential work to reinforce your learning experience.
-  After completion of one year you will receive an experience certificate to evidence your learning and practice.

We hope you will share your experience of the membership when you will successfully completed one year.



Aims of this Membership

- ① To support you in transferring your new and existing knowledge and skills to community.
- ① To help you develop an ethical and professional presence online and face-to-face.
- ① To connect you with other platforms so that you can learn and practice communication tools.
- ① To encourage you to develop personally as well as professionally, through reflecting on your thoughts and feelings regarding mental health.
- ① To develop your skills in communicating with fellow professionals using discussion forums.
- ① To give you an enjoyable and informative learning experience.



Topics of Discussion

Following topics will be the focus of discussion into your trainings.

- ① Introduction of your chosen domain and its responsibilities.
- ① Working ethically and legally into different communities.
- ① Managing Risk while performing duties online and face to face.
- ① How to practice existing and new skills effectively.
- ① Psychologist-specific considerations
- ① Into practice and beyond.



Live Events

We offer live online webinars that you can conduct after discussion with your supervisor and are open to all members and communities. Through these events, you will be able to educate more people. It will help you to improve your learning and meet peers to practice skills during the session.

Live sessions are recorded – so if you can't attend, you won't miss out and you can recap by watching the replay at a time that suits you. You will automatically receive an email invitation to each live event.



Your Experience Certificate

Once you have completed one year membership, you will receive your One Year Experience Certificate as evidence of your learning and serving to your community, which you can use for your professional beneficence.



General Guidelines:

- ① It would be great pleasure for us if you will share all the activities of yours and your mates on social media, your this kind act might be turned out helpful for others.
- ① During one year of membership you will have two online meetings in a month with your supervisor.
- ① As you know active participation shows individuals' interest and motivation. We will try our best to make this year for you full of learning & growing, and expecting full attendance of yours. However, your 75% presence into the meetings in a year will help you to achieve your goals. (Less than 75% presence may be a source to stop your journey with us).



- ④ You can discuss your activities or plans into meeting with supervisor.
- ④ As in this journey everyone will learn from each other. In this regards your supervisor will assign you topics for presentation.
- ④ For making the coordination easier for you social media groups will be formed. Which you can use for your discussions.
- ④ MHEC team will deal for paid activities directly.
- ④ All the paid activities will be divided by rule 60% – 40 %. 60% of the entire amount will be shared to presenter.



Videos' Domain Guidelines

- ① Minimum qualification for this domain is BS 3rd year in psychology.
- ① All the topics of videos will be related to mental health.
- ① Activities will be discussed in weekly meeting for approval from the supervisor.
- ① Duration of your video will be at least 05 minutes.
- ① Members have to create minimum 03 mental health awareness videos in a month.
- ① Submit video to your supervisor after approval it will be uploaded MHEC social media profiles.



Online/Visiting Seminars/ Workshops Related Guidelines.

- ④ Minimum qualification for this domain is BS 3rd year in psychology.
- ④ All the topics of Seminars will be related to mental health.
- ④ Activities will be discussed in weekly meeting, for approval from the supervisor.
- ④ For seminars permission granted letter will be issues.
- ④ Seminar(s)/ workshop(s) can be conducted in any organization/NG/ school / college/university/hospital and other.



Membership Contract

This contract, dated on the **January 01 in the year 2023** from **December 30, 2023 (ONE YEAR)** is made between Mental Health And Education Centre and _____ This document constitutes an employment agreement between these two parties.

WHEREAS the company desires to retain the services of the member, and the member desires to render such services, these terms and conditions are set forth.

IN CONSIDERATION of this mutual understanding, the parties agree to the following terms and conditions:

1. Membership:

The Applicant agrees that he or she will faithfully and to the best of their ability to carry out the duties and responsibilities communicated to them by the Company. The Applicant shall comply with all policies of Mental Health And Education Centre (Pvt.) Ltd, rules and procedures at all times.

2. Position:

As a Member/Psychologist/Counselor/ community ambassador, it is the duty of the applicant to perform all essential job functions and duties assigned to him/her. From time to time, the company may also add other duties within the reasonable scope of the Applicant's work.



3. Probationary Period:

It is understood that the first two Months of Membership constitutes a probationary period. During this time, if Applicant's will be unable to fulfill assigned duties the supervisor exercises the right to terminate membership at any time with advanced notice.

7. Termination:

It is the intention of both parties to form a long and mutually profitable relationship. However, this relationship may be terminated by either party at any time provided in between this ONE YEAR written notice before a month to leave and deliver to the other party via Email. The Applicant agrees to return any company property upon termination (if any).

8. Non-Competition and Confidentiality:

As a member, you will have access to confidential information that is the property of the company. You are not permitted to disclose this information outside of the Company. During your time of membership with the company, you may not engage in any work for another company/organization that is related to or in competition with the Company. You will fully disclose to your supervisor any other Employment relationships that you have and you will be permitted to seek other employment provided that (a.) it does not detract from your ability to fulfill your duties, and (b.) you are not assisting another organization in competing with this company.



9. Entirety

This contract represents the entire agreement between the two parties. This agreement may be modified at any time.

In witness and agreement whereof, the Company Mental Health and Education Centre Private Limited has executed this contract with due process through the authorization of official company and with the consent of the Employee, given here in writing.

I have read the above Guidelines, Rules & Regulations of my ONE YEAR Contract and I agree to abide by them, failing which I shall be liable to disciplinary action by the concerned authority of Mental Health And Education Centre Private Limited.

Signature of Applicant

Date:



Help And Support

If you need any assistance or have any question – email 786mhec@gmail.com or (+92)-343-052-0090 and our team will help you sort out and overcome the difficulty and answer your query as quickly as possible.

Good luck for your New Journey with us! We trust that you will find it enjoyable, stimulating and professionally rewarding.



Introducing Your Presenters

Aneela Mushtaq is a Ph.D fellow and a practicing Clinical Psychologist, a clinical supervisor and a member of International Society of Substance Use Professionals. She has extensive professional training in the field of clinical psychology.



Being a mental health practitioner, she has worked at various mental health platforms, rehabilitation centres, schools and communities. Currently working as a Lecturer of psychology. She has worked with children, parents, adolescents, adults, teachers and higher authorities of the institutions, and saw the life through their lens and able to understand problems they are facing on daily basis for providing quality care services.

In her position as Chief Executive Officer and Director at Mental Health And Education Centre, She focuses to train members professional, ethical and aim to make them learn leadership's skills.



Romana Younas is a Ph.d fellow, a young talent scholarship winner. She is a clinical psychologist and a trainer and has vast experience dealing with mental health issues. She has conducted various trainings and workshops with students and professionals.

She is working for aiming to spread awareness regarding. mental health related issues and on various ventures of health for a positive change into the society



Umme Haram Qaiser is a M.Phil Scholar, a practicing clinical psychologist and school counselor. She has extensive experience dealing with mental health disorders.

Her motive is to make mental health stigma free and make people understand importance of mental health.



Syeda Nimra Ali is a M.Phil Scholar, a mental health practitioner. Her major area of interest is Art therapy. She is professionally trained in the field of clinical psychology.

In her position as a supervisor at mental health and education centre, she will make us learn about art therapy and its effectiveness people having mental illness.





Hina Khan is a practicing Clinical psychologist. She has completed various courses and a part of numerous mental health seminars and workshops. She has vast experience to deal with psychiatric illness.

In her position as a supervisor at mental health and education centre, she will guide you how to design a seminar and workshop content and related strategies.



Areeba Khalil is a practicing Rehabilitation psychologist. She has completed various courses and a part of numerous mental health seminars and workshops. She has vast experience do deal with psychiatric illness.

In her position as a supervisor at mental health and education centre she will make members learn techniques to work with people with psychiatric illnesses and their families.



Syed Wajahat Ali, is a practicing rehabilitation counselor. He has vast experience in dealing with psychological disorders and counseling.

In his position as a supervisor at mental health and education centre, he will make members learn role of rehabilitation counselor in psychiatric setup and referrals.





Shahrukh Abbasi is an associate psychologist of Mental Health And Education Centre. He has worked with multiple mental health organization and has exposure to deal with psychological illness and psychological assessment.

As a supervisor at Mental Health And Education Centre, he will conduct your weekly meetings and will provide the best guidance related to your domains.



Almas Khimani is an associate psychologist of Mental Health And Education Centre. She has vast exposure to deal with psychological illness and family counseling.

As a supervisor at Mental Health And Education Centre, she will conduct your weekly meetings. You can learn maximum from her experience and enhance your skills and knowledge.



Neha Tariq is an associate psychologist of Mental Health And Education Centre. Her expertise are in dealing with mental disorders, counseling and conducting seminars.

As a supervisor at Mental Health And Education Centre, she will conduct your weekly meetings. She will guide you about complete process of seminars.



Together We Can!



©opyrights

Mental Health And Education Centre®
2023