



**en**capsulator

## WELCOME PACK

# Life Skills Development Workshops

Independence and control, safe and supportive environment, trained mentors, innovative self-journaling.

Everything you need to know in preparation for your first group!

### CONTACT DETAILS

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# About Us

Encapsulator provides a super down to earth environment, our workshops and mentors enable us to empower one another to gain confidence and feel better about ourselves. Encapsulator's structured life skill development workshops allow us to work with participants to address individual goals throughout their journey, inspiring change, happiness and independence.

## What We Do

The Encapsulator team covers three areas of training & support work



### Online Mentoring/Support Groups

Access to 8 modules, 30 topics and a specially designed workbook for participants to work through while addressing individual goals with an assigned Support Worker. Workshops are run several times a week online in a group setting and facilitated by an Encapsulator Mentor.



### One-on-One Mentoring

A participant and mentor are matched. Mentors will work closely with participants throughout the program ensuring they are on track and working through issues and towards goals! This can be done either face to face or virtually dependent on the participants desire.

Online - 1 on 1 via online portal

Face to Face - This can be in home or in a place that suits the participant



### Lived Experience Support Work

Specialised support work to meet participants needs, outside of the online space and within the community. This includes all aspects of support work with the ability to engage is specialised in home training and support.

# How It's Done



## Consultation

Once a referral has been made on the participants behalf an Encapsulator mentor will reach out to book a consultation and in home tech set up. We will discuss what is on offer and how we can help. Consultations can be done via phone or online.



## One-on-One Tech Set Up:

This face-to-face session gives Encapsulator the best possible chance to get to know you and what you are truly wanting out of this journey!

During this session our mentor will go through all our available classes and help you decide on what you are wanting to participate in. We will help you outline some issues you may be facing in everyday life, what type of goals you have and what you are wanting to be better at.

After deciding on what workshops you are wanting to do , you will be allocated a relevant work book which you will be working through with the guidance of your allocated mentor. In this folder you will find key resources, timetable and contact numbers.

Our mentor will then assist you in setting up Encapsulator on your computer and activating your service. We will help you get familiar with our platform and how it works. Our mentor will then run you through your initial Video Journaling Program.

## Workshops Begin:

Participants get the choice of up to 8 modules with 30 topics

The groups run several times a day seven days a week. Participants will receive a reminder 1 day before the group and another reminder on the day of, with a support group link in each reminder. After each group participants will be prompted to reach out to the mentor if they are needing a follow up call after the group - We understand emotions can become raw during sessions.

# Step by Step

## **Set Individual Goals**

You and your mentor will identify goals you want to work on

## **Pick Topics**

You will be prompted to pick certain topics based on your needs

## **Assigned Mentor**

You will be assigned a mentor to work with

## **Weekly Classes**

You will be given the opportunity and tools to participate in detailed workshops

## **Weekly Check-in with Mentor**

You and your mentor will build rapport over the coming weeks

## **Quarterly Accountability Session**

Through building solid foundation with your mentor you will be able to work together in an open and honest capacity allowing you to grow

## **Progress Report**

Through progress notes and reports we can give individuals a breakdown of their progress and achievements





## Why Online?

We have decided to provide our workshops online to give you the best possible opportunity to access the support you need from the comfort of your own home. We pride ourselves on being able to give individuals the opportunity to break their isolation and get connected with like minded people on a similar journey. We connect with you on a personal level and work through issues that may be holding you back from being your best self. Our workshops provide life skill development training, education and the tools for success.



## What is an Encapsulator Workshop Facilitator?

An Encapsulator workshop facilitator is a person who can support, advise and guide you. Your support workers will take the time to get to know you and the challenges you're facing and then use their understanding and personal experience to help you improve. Our lived experience and qualified mentors bring an authentic feel to our groups, they have been trained to get all participants involved even if you struggle to do this yourself. You will find that our mentors share parts of their own experience to provide the most valuable and rewarding groups possible.



## Support Workers

Specialised support workers to meet participants needs, outside of the online space and within the community. This includes all aspects of support work with the ability to engage is specialised in home training and support if and when required. Our support workers are on the road 24/7 and love getting you involved in the community!



## Location

Participants will be provided with a secure online zoom link that you will use for each class, if the zoom details change you will be updated immediately. We will provide reminders the day before and on the day of.



## Who will be there?

We encourage your support worker to attend sessions and get involved. Each online workshop will have a maximum of 10 participants, this will allow for an intimate experience and also give all an opportunity to get actively involved.



## How long will it take?

Workshops are designed to go for 60 minutes, often classes spill over 1 hour but that's okay!. We will do our best to keep it as accurate as possible as we all have commitments that we need to keep.

# What Do I Need

- Laptop/ Home Computer or Smart Phone  
(Please know that using a mobile phone will limit your experience)
- Access to reliable internet
- Download WhatsApp Messenger
- A positive attitude 😊

At the completion of each group, the mentor will provide instructions to complete homework tasks and practice the tool learned in your day to day life.

# Our Workshops

## Combating Isolation

It is important to remember that time spent alone doesn't always have to be lonely, and that there are many benefits to time spent in isolation. Ideally a daily routine includes elements of a healthy lifestyle, enjoyable activities and outlets for creating both short-term and long-term goals.

## Acceptance & Commitment Therapy

ACT is a type of mindful psychotherapy that helps you stay focused on the present moment and accept thoughts and feelings without judgment. Our workshops help you move forward through difficult emotions so you can put energy into healing instead of dwelling on the negative.

## Community Therapy

Our community therapy workshop teach the participants to work with one another. Our group members promote self change by becoming positive role models for one another under the guidance of a facilitator. You may be wondering how you can become a positive role model for others?

## Gratitude Group

Assists our participants to achieve well-being and greater happiness. Gratitude helps people feel more positive emotions, relish good experiences, improve their health, deal with change and build strong relationships.

## Life Skills

Is the ability to manage your emotions, your health, your finances, your relationships and your general performance in life. Our workshops give you the ability to master these things and have a direct impact on your self worth, your emotional balance and your physical health in your independence

# Our Workshops

## Meditation

Assists to give you a sense of calm, peace and balance that can benefit both your emotional well-being and your overall health. You can also use it to relax and cope with stress by refocusing our attention on something calming.

## Mindfulness

Helps you to manage stress, cope better with serious illness and reduce anxiety and depression. When we practice mindfulness it gives you the ability to relax and have a greater enthusiasm for life including improving self-esteem.

## Acts of Kindness

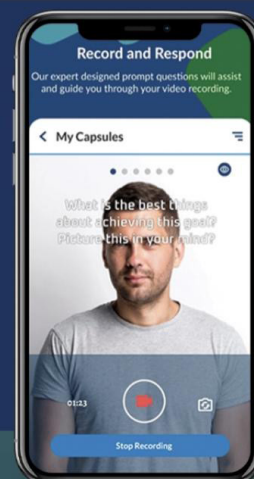
Can make the world a happier place for everyone. Boosting feelings of confidence and feeling in control of our emotions. Together through our workshops we can encourage others to repeat the same good deeds they've experienced themselves, contributing to a more positive community.

## BONUS

### Encapsulator Video Journaling Tool

Identify, Document, Reflect and Achieve with the world's first virtual journaling tool improving overall mental health and wellbeing. Assisting to keep individuals accountable and motivated as we progress towards your GOALS Imagine having the ability to express yourself free from judgement in a private and confidential space.

A tool to measure your growth, capturing the essence of who you are today and deliver that message of love and hope to the future you!





# Our Workshops

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
10AM - 11AM	Mindfulness		Gratitude				
11.30AM - 12.30PM	Act Of Kindness		Community Therapy			Gratitude	
2PM - 3PM				Act of Kindness			
7PM - 8PM	Gratitude	Community Therapy	Mindfulness	Mindfulness		Act of Kindness	Community Therapy
TIME	MON	TUE	WED	THU	FRI	SAT	SUN
10AM - 11AM	Combating Isolation		Life Skills			Meditation	
11.30AM - 12.30PM	Life Skills	Acceptance & Commitment Therapy		Combating Isolation			Acceptance & Commitment Therapy
2PM - 3PM		Meditation			Acceptance & Commitment Therapy		
7PM - 8PM	Acceptance & Commitment Therapy	Life Skills	Combating Isolation	Meditation	Combating Isolation	Life Skills	Combating Isolation

\* If above times do not work for you or your participant please do get in touch with us

## MODULES AND TOPICS

### 1 Gratitude

- ✓ Introduction to Gratitude
- ✓ The Three Stages of Gratitude
- ✓ Visualisation & Manifestation
- ✓ Affirmations
- ✓ Encapsulator Gratitude Task Group

### 2 Acceptance & Commitment Therapy

- ✓ Introduction to ACT
- ✓ Principles of ACT
- ✓ Values
- ✓ Encapsulator Acceptance & Commitment Therapy Task Group

### 3 Community Therapy

- ✓ Introduction to Community Therapy
- ✓ Communication
- ✓ Recover Together
- ✓ Making Connections
- ✓ Encapsulator Community Therapy Task Group

### 4 Life Skills

- ✓ What are Life Skills?
- ✓ Decision making & Problem Solving
- ✓ Resilience
- ✓ Why Personal Development?
- ✓ Encapsulator Life Skills Task Group

### 5 Act Of Kindness

- ✓ Introduction to Acts of Kindness
- ✓ Paying it forward
- ✓ Encapsulator Act Of Kindness Task Group

### 6 Combating Isolation

- ✓ How to Combat Isolation
- ✓ Motivational Speaker
- ✓ Grief & Loss
- ✓ Solutions
- ✓ Encapsulator Combating Isolation Task Group

### 7 Mindfulness

- ✓ Introduction to Mindfulness
- ✓ 7 Principles of Mindfulness
- ✓ Meditation & Mindfulness
- ✓ Growth Mindset
- ✓ Encapsulator Mindfulness Task Group

### 8 Meditation

- ✓ Introduction to Meditation
- ✓ Guided Meditation Sessions
- ✓ Encapsulator Meditation Task Group

<i>NDIS Budget</i>	<i>Description</i>	<i>Price</i>	<i>Line Total</i>
Core/Capacity	Online Workshops Group Therapy - 1 Hour sessions. Access to 8 Modules.	\$110.00 per session	
Core/Capacity	Online 1 on 1 Workshops Hour sessions. Access to 8 Modules. Available for participants that aren't ready to join groups.	\$135.00 per session	
Core/Capacity	1 on 1 f2f Mentoring - Progressive Mentor lead peer workshop skill development.	\$155.00 per session*	
Core/Capacity	Introductory consultation Inc Participant software account set up. Subscription to Encapsulator Video Journaling Platform.	\$149.00 per year	1 Session per year

\*Please view price breakdown within S.A

# Confidentiality & Privacy

Encapsulator agrees to treat all participants with courtesy, respect and to preserve their confidentiality and privacy at all times. We will consult the participant on decisions regarding the provision of their support. Information at times may need to be shared for the purpose of assessment and ensuring our services are suitable, relevant and safe. For example, this may include reporting of information to your doctor(s) or other health care Professionals and/or Support Coordinator in order to facilitate any required communication and referrals to ensure the best possible care for you.

## Cancellation Policy

Cancellation, within 24hrs of a scheduled service, will be charged at 90% of the expected fee. If a participant is not present at a session, the service will be charged at 90% of expected fee.

## Complaints & Feedback

If the participant wishes to discuss feedback or a complaint, they have a number of options available to them. This includes direct contact with their mentor regarding their concerns or to contact Encapsulator's NDIS Account Manager Michael Singh via email ([michael@encapsulator.io](mailto:michael@encapsulator.io)). If the participant does not wish to raise the issue with Encapsulator directly, they are able to contact the NDIS Commission directly on 1800 035 544 or [contactcentre@ndiscommission.gov.au](mailto:contactcentre@ndiscommission.gov.au) or access an advocate for support.





## Do we charge for travel costs?

When engaging with the Encapsulator Life Skill Development Workshops all consultation and in home tech sessions have travel including in their costing. When engaging with Encapsulator on a solely support work bases our charges are in line with the NDIS price guide including travel provisions.



## Do we assist with AOD?

Individuals experiencing AOD issues will be having to deal with the anxiety and stresses involved in being in that environment. Encapsulator can assist with making life much more manageable and stress free for the participant by addressing current barriers and Mental Health.



## How many groups can a participant choose to do a week?

We encourage participants to do at least 1 class a week. Participants can however do as many classes as they like - It all depends on your Plan. We are happy to work with you and your Support Coordinator to make this possible for you.

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