

# Wellbeing Checks

## Why is Wellbeing Important?

Wellness is the state of feeling comfortable, happy, and healthy.

Wellness includes how people feel personally, socially, and at work, which can encompass a wide range of factors including, physical, psychological, and spiritual health. The World Health Organisation also includes 'the ability to cope with normal stresses of life and operate fruitfully' as a key component of wellness.

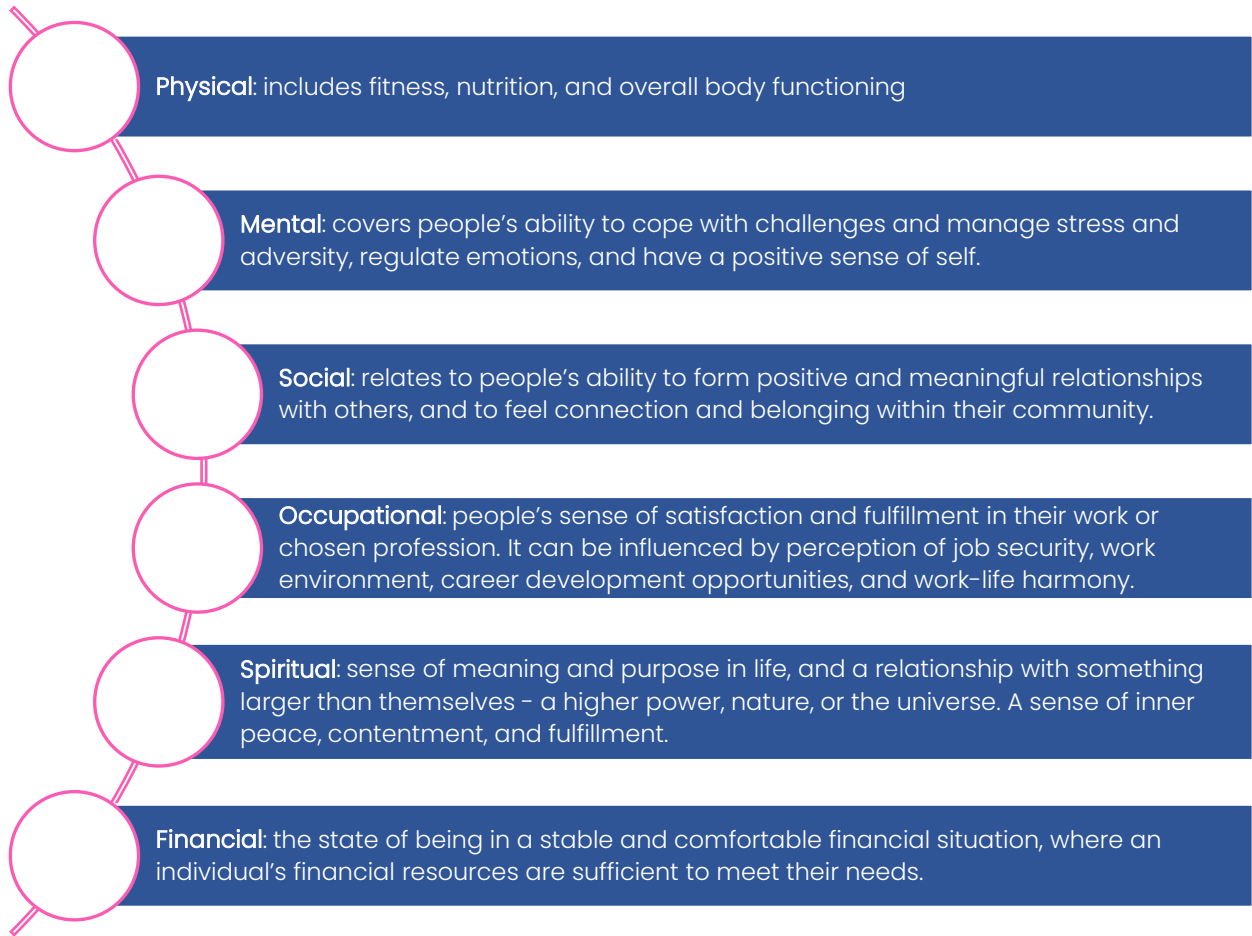
Prioritising the wellness of your people is a smart business decision. By prioritising people's wellness, you are making an investment in the success of your organisation, with benefits ranging from greater productivity, improved safety, reduced absenteeism and improved employee engagement.

The wellbeing of employees who are caring for others may often be impacted by the additional stressors that exist for them. Taking the time to recognise this, empathise, and where possible offer support can be of great benefit to them. By demonstrating a commitment to wellness, you are cultivating a culture of care and respect that attracts and retains top talent and positions your organisation for long-term success.

## What are the Components of Wellness?

To achieve a culture of wellness, it is essential to recognise that wellness is a holistic concept encompassing many areas of life. It includes physical, mental, social, spiritual, financial and occupational wellness. Each area is interconnected and neglecting one can have negative effects on the others. By taking a holistic approach, you can help your team achieve balance and resilience, leading to a happier, healthier, and more engaged workforce.

## Wellness Includes:



## How can you Support Employee Wellbeing?

Wellness starts with education. By educating people about the importance of each area of wellness, you can help people understand how their choices and behaviours impact their overall wellbeing. It's essential to encourage open discussions about barriers to wellness and empower individuals to take an active role in supporting their own wellness.

Wellness is incredibly personal and unique to the individual. One to one discussions between manager and employee, approached in the right way, can be an invaluable opportunity to understand the individual's needs and what support can be provided to manage their wellbeing in a proactive way.

Capturing these discussions into a wellness action plan helps provide structure to the conversation and identify the way forward. Wellness action plans are a

personalised, practical tool we can all use to help us identify what keeps us well at work, what causes us to become unwell and steps that can be taken to address this.

## Developing a Wellness Action Plan

When an opportunity arises where a conversation about wellbeing would be of benefit to a team member consider the following steps.

- Express a desire to support their wellbeing, ask if they would be open to a conversation so you can better understand their perspective and consider ways to support.
- Share the action plan format/guidance with the individual and encourage them to spend time self-reflecting on the questions ahead of meeting.
- Source an appropriate location to meet that's private and quiet.
- Work through the action plan template, asking the individual to share their thoughts on each section.
  - Listen and be respectful.
  - Allow them the space to express their feelings fully.
  - Empathise – everyone's perspective is unique; you don't have to agree or feel the same to empathise it is something causing them difficulties.
- Help the individual to explore the options for support useful to them.
  - Remember even small or simple changes can make a difference. In some cases, simply knowing their manager cares enough to ask and to listen may have a significant impact on an individual.
- Take accountability for any agreed actions.
- Treat the plan as a live document, with regular check-ins and reviews to see what's working and agree further actions where needed.
- Maintain confidentiality of the discussions and any records.

## Wellness Action Plan: Template

The following template provides some guided questions to promote thinking and help explore wellbeing options in a structured way.

Supporting Wellbeing at Work	Notes
<p><b>What are your current working arrangements and is there any aspect to this that creates issues for your wellbeing?</b></p> <p><i>You may wish to detail workdays, times and locations, in addition to details about your work environment (lighting, equipment).</i></p>	
<p><b>Are there any components of your current working arrangements that could be adapted to improve your wellbeing?</b></p> <p><i>For example, days, times, location where work is performed or aspects of the work environment.</i></p>	
<p><b>What helps you stay healthy at work?</b></p> <p><i>For example, taking an adequate lunch break away from your workspace, getting some exercise before/after work, natural light at your workspace, opportunities to get to know your colleagues.</i></p> <p><i>You may wish to make a distinction between the activities you undertake while working in different locations if this applies (e.g. working from home vs in the office).</i></p>	
<p><b>Are there any situations or behaviours that can trigger poor wellbeing for you when working?</b></p>	

<p><i>For example, caring obligations, conflict at work, organisation change, tight deadlines, something not going to plan, difficulties in contacting colleagues while working remotely.</i></p>	
<p><b>What can you, your manager or colleagues put in place to proactively support you to stay healthy at work and minimise these triggers?</b></p> <p><i>For example, regular feedback and catch ups, flexible working patterns, style of communication etc.</i></p>	
<p><b>How might experiencing poor wellbeing impact on your work?</b></p> <p><i>For example, you may find it difficult to make decisions, struggle to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches.</i></p>	
<p><b>Are there any early warning signs that might be noticed by others when you are starting to experience wellbeing issues?</b></p>	
<p><b>What actions would you like to be taken if any of these early warning signs of poor mental health are noticed by others?</b></p> <p><i>For example, talk to you discreetly about it, contact someone that you have asked to be contacted.</i></p>	
<p><b>Is there anything additional that you would like to share that would support your wellbeing?</b></p>	

