

# Appendix 1: Hints and tips for managers

## Tips on how to facilitate the conversation

### Planning the conversation:

- Ensure you have a confidential space to hold the conversation – whether it's taking place in person or virtually.
- Give your colleague any templates you wish to complete before you meet so they have time to think about what they would like to discuss.
- Prepare by reading your organisation's guidance and help the staff member prepare by ensuring they do the same.

### Starting the conversation:

Reassure them that this confidential conversation is there to support them and make it clear you can have a follow-up conversation if needed. You can start with a simple “**How have you been?**” or ‘**How are you?**’

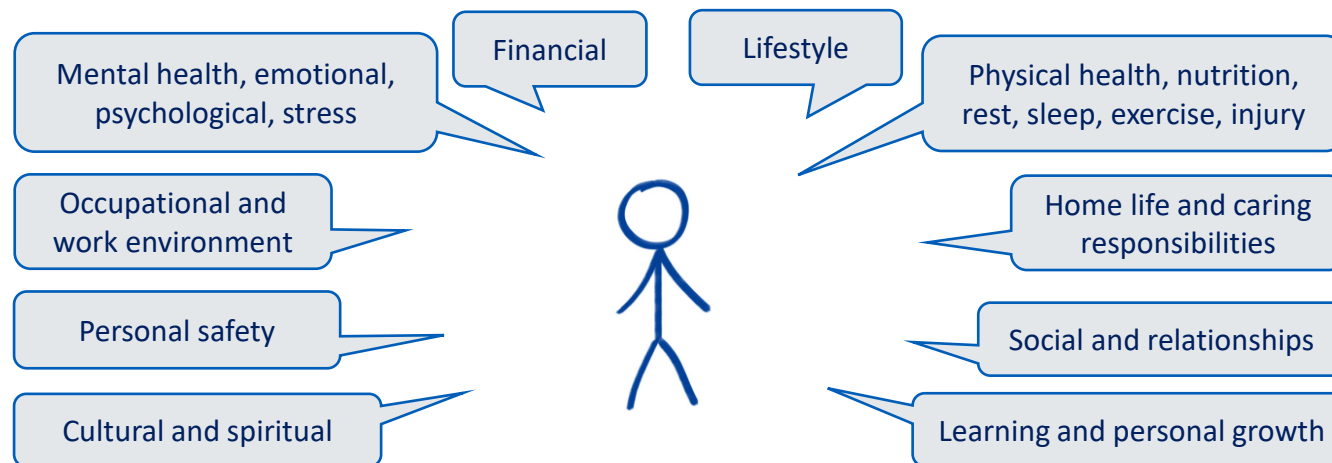
### Exploring wellbeing:

Make sure the conversation allows you to explore their wellbeing. You can use open questions, such as:

- **How is your general wellbeing at the moment?**
- **What might be having an impact of your health and wellbeing?**
- **How are things going, both inside and outside of work?**
- **Tell me more about that...?**
- **Can you give me some examples...**

Use this sheet to explore different aspects of wellbeing and remember to consider factors inside and outside of work.

## Aspects of health and wellbeing to consider



### Identifying support:

Use open questions, such as:

- **What can you do to help yourself?**
- **What can I, the team or the organisation do to support you?**

Be aware of your local wellbeing offers, employee assistance programme and access to formal support services such as Occupational Health and Wellbeing teams. Remember this conversation is not a therapeutic intervention - you are there to identify support and action signposting.

### Supportive actions:

Work together to agree actions that they will take and that you will take. Encourage your colleague to complete a personal wellbeing action plan. Keep the conversation going by agreeing how and when you will work together to review progress.

### Next steps:

Follow up with any links to signposting discussed in the conversation

# Appendix 2: Example wellbeing action plan

## Managing my health and wellbeing

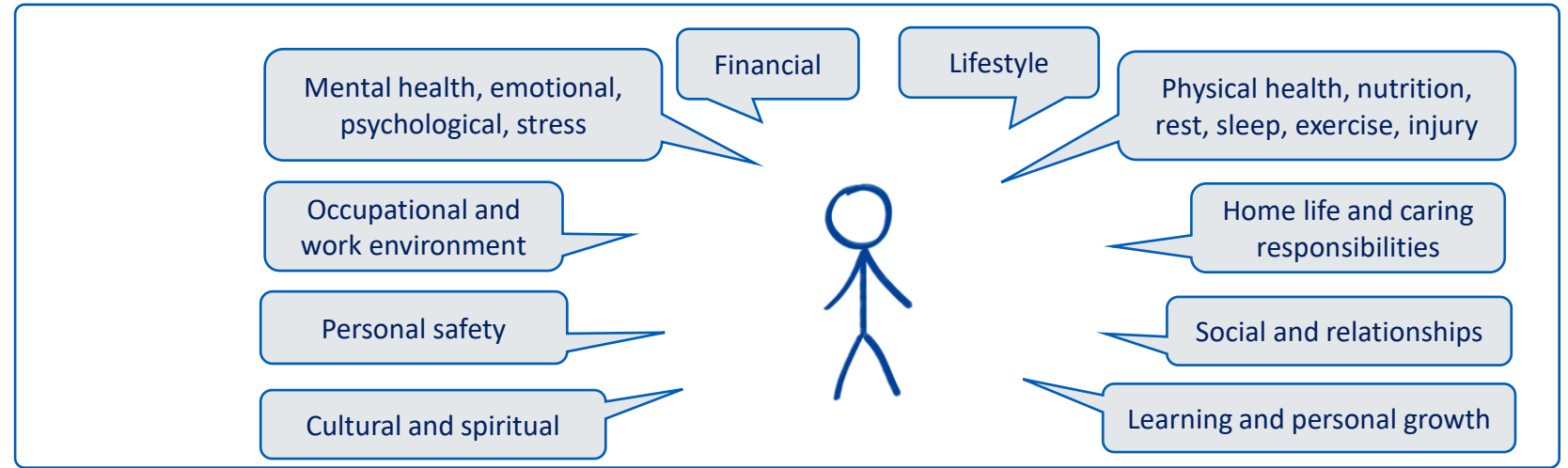
What helps me to stay healthy and look after my wellbeing at work?

What usually works for me to maintain and/or improve my health and wellbeing?

What hinders or reduces my wellbeing at work?

What steps can I take if I start to feel unwell in myself?

## Aspects of my health and wellbeing to consider



## Helping others to help you

What situations or factors trigger poorer health and wellbeing for me? Are there early warning signs others should be aware of?

What could be put in place at work to help me manage these triggers for poorer wellbeing? How can others help me?

## My wellbeing action plan

Actions to maintain and improve my health and wellbeing include:

- ✓
- ✓
- ✓

My manager, team and my organisation can support me by:

- ✓
- ✓
- ✓

Name:

Date created:

Date to review:

Shared with:

# Appendix 3: Example wellbeing action plan



Given that many of us face daily pressures in both our work and home lives, it is important to take steps to look after our own wellbeing. This template will support you to consider all elements of wellbeing and agree any actions that may support you to be well at work.

All national health and wellbeing resources can be found at the following link: [www.england.nhs.uk/people](http://www.england.nhs.uk/people)

## Self Care

How do you look after your own wellbeing?

How can you support yourself to stay healthy?

## Wellbeing at work

What helps you to stay healthy at work?

How can your manager and team help you to stay healthy at work?

## Line manager

Do you need any support from your line manager? If so, what support do you need?

## What to look out for...

What are the triggers/ signs that you may need support that your manager and colleagues should look out for (both now and thinking about the future)?

## Reasonable adjustments

Are there any reasonable adjustments you need to discuss with your line manager?

## Equality and Inclusion

Do your manager and colleagues help you feel included and supported at work?

What would make this better?

Anything else you would like to add?