

Helping your team thrive through change, by managing wellbeing



Wellbeing Action Plan		Action for Manager (What and by when?)	Action for employee (What and by when?)	Date to review action or adjustments
1. What practical things help you feel healthy (physically, emotionally and spiritually) at work?	<i>(Examples :physical space of office/environment, home office arrangements, adequate breaks, lunch, exercise, social interactions with colleagues, contact with line manager etc.)</i>			
2. What can your line manager do to help you thrive in your role?	<i>(Examples: catch-ups, quick decisions, clear expectations, communication style or methods, adjusting workload or hours, flexibility etc.)</i>			
3. Which situations or circumstances can trigger stress for you?	<i>(Examples: too much on, excessive pressure, lack of understanding of big picture, conflict, feeling left out, loneliness etc.)</i>			
4. What are your early signs of stress or reduced wellbeing? If we notice these, what would you like us to do?	<i>(Example signs::Temperament, swift communication, missing things, over-eating, absence, quietness/withdrawing etc. Example action: talk to you, talk to a family member of trusted colleague, provide encouragement, provide external support etc.)</i>			
5. What effect is stress or low wellbeing likely to have on your work and home life?	<i>(Examples: unhappiness, reduction in productivity, mistakes, poor judgement, withdrawing from relationships, deteriorating health, weight gain, weight loss, headaches etc.)</i>			
6. What steps can we take together to help proactively manage your wellbeing, stress levels?	<i>(Examples: more face to face time, scheduling time-off, reviewing task lists, communicating promptly, counselling / listening services, mentoring, accountability for boundaries)</i>			



7. Is there anything else that you would like to share? Any other comments, requests or recommendations etc.?

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

Date of review: _____