



This is *me*[™]

Wellbeing in the Workplace Guide

How to get the most out of the Wellbeing in the Workplace tool

5 min read

Introduction

Want to ensure you use the tool to its full potential? Read through this step-by-step guide to gain an understanding of how to maximise the benefits of the Wellbeing in the Workplace tool in your workplace.



Create an activity plan to raise awareness

Formulate a plan that helps to raise awareness of the benefits of the Wellbeing in the Workplace tool, and any planned activities that team members can get involved with during the week.

Guide people to our resources

- Plan a campaign launch explaining the availability of [resources](#), a link to the promotional trailer and details of how resources can be accessed.

Use our resources to build awareness

- Put up promotional posters around the office.

Encourage conversations

- Encourage line managers/team leaders to hold ten minute floor huddles to raise awareness of the tools and planned activities during the week.
- Host a series of one hour team meetings or 'lunch'n'learns' — the [team activity resource](#) contains an outline design and supporting resources for this.



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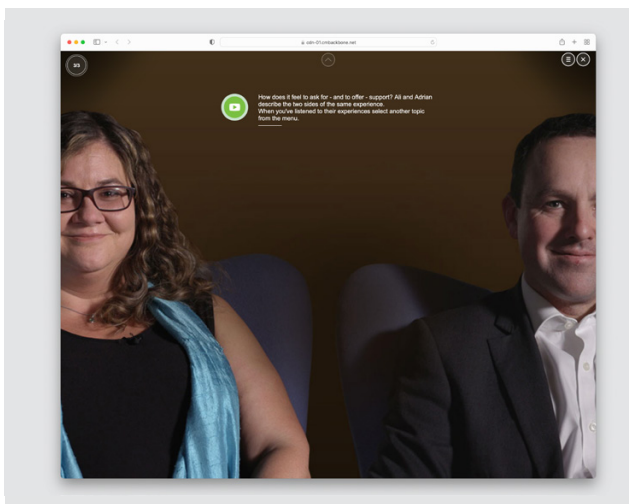
Run a myth-busting activity

Utilise the tool

Share the 'Don't Be Put Off' section of the Wellbeing tool—this is a great place to start.

How to run a follow up activity

Follow with drop-in sessions based on the card activity 'Myth or Fact', which contains questions which can be used to dispel myths around emotional health and wellbeing.



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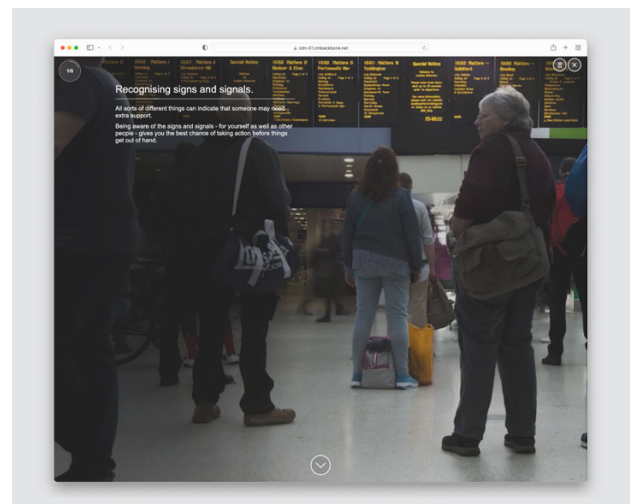
Run an active listening exercise

Direct participants to relevant resources

- Show the 'Recognising Signs & Signals & Things To Say & Do' in the Wellbeing tool.
- Promote the active listening skills e-learning, showcasing the section 'How Can I Help?'

Activity idea:

Run a discussion on ways to make the conversation easier, including the right location, questions to ask, the best ways to respond and what to do afterwards.



“Run a discussion on ways to make the conversation easier.”

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Run a self-reflection exercise to encourage self-care

An ideal starting point

Show the 'Looking After Yourself' section of the Wellbeing tool.

Ask yourself questions

Use the set of questions within the section. This will give you a chance to share what is important to you, how you manage your stress levels and recognise other ways that you can look after your own wellbeing.



“Share what is important to you, how you manage your stress levels and recognise other ways that you can look after your own wellbeing.”

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Provide opportunities for open discussion

Once people feel more comfortable and confident, they can then be encouraged to have further discussions using the cards.

Encourage people to share

- Hold further team meetings/lunch'n'learns learns/ huddles, shifting the focus onto the practical application and encouraging sharing examples of what has been learnt during the week.
- Distribute communications that tell people where they can go to find out more in your workplace and externally, signposting additional resources and support.



Next steps

To find further support on the next steps and more detailed guidance on the areas covered in this guide, see our: [Wellbeing in the Workplace resource section](#).

If you need further help, reach out to our team at thisisme@thelordmayorsappeal.org.