



[company logo/name]

Private and Confidential

My Well-being Plan

Employee Name:

Date:

As your employer we want to make sure you know that your wellbeing matters to us. This questionnaire will help us understand where you are now, what the triggers for poor mental health might be and how can we best support you to stay well and healthy whilst you work with us. All the information will be kept confidential unless we feel we need to breach confidentiality due to risk however we will discuss this with you first.

This personal plan will help you to think of triggers but also positive steps to ensure your wellbeing and it will also help us to identify how your behaviour might change if you are experiencing mental distress and how would you like us to support you should this happen.

1. What helps you to stay well and mentally healthy at work?

(this can be number of things like arriving to work before start time to settle down, make a drink, have a chat with colleagues, take lunch outside of work, your preferred room temperature, natural light...think of times you feel your best at work)

2. What can we do to support your wellbeing and mental health at work?

(this can be an open-door policy, regular chats to check what is happening, flexible hours/working from home/office, future succession planning ...in and ideal world, what would your manager offer to make feel good at work?)

3. What, if anything triggers poor mental health for you at work?

(this can be lack of understanding and poor communication with colleagues or managers, clashes with colleagues, high expectations...anything that makes you feel uncomfortable and if it goes on for much longer, can cause poor mental health for you)

4. How can your poor mental health affect you and impact your work?

(You might not be able to concentrate on your job, get overwhelmed by work or find it difficult to engage with your colleagues or managers...you might also think of taking time off work if the situation becomes too much)

5. What are the early warning signs we should watch out for when you're starting to experience poor mental health?

(being late for work, not engaging with colleagues, distracted, not willing to help out with other tasks...even your own self awareness can help you and us to identify situations before they become too difficult)

6. How can we do to help avoid you experiencing poor mental health at work?

(regular catch up with your manager, having support network in place, help with organizing workload.... understanding what helps you to avoid triggers can make working less stressful. Open and honest conversations can help to avoid issues to escalate)

7. What is your preference when it comes to engagement and contact with the manager?

(Whilst some people like to be left alone others need regular feedback, recognition, and reassurance. Understanding your preference can help us to support you in a way that suits you. You might prefer to communicate face to face, or written word suits you best. You might feel unable to say 'NO' even when you have too much to do yourself.)

8. What would you like us to do if we notice you are experiencing poor mental health at work?

(is there a person you prefer to talk to when in such circumstances? If so can you tell us the name so we can contact the person if needed? This can be your manager, colleague you trust or someone else)

9. What can you do when you start to experience poor mental health at work?

(does having a break, walk in a fresh air help? Or a chat with your colleague/manager? Understanding what it is that helps can also alert us to your triggers and act as soon as something happens rather than leave the issues unresolved)



10. Is there anything else you would like to add?

Employee signature

Date

Line Manager signature

Date

Date to be reviewed:

Date reviewed:

Please note we will endeavor to make reasonable adjustments as requested and will review your wellbeing plan on regular basis. Should you need any immediate support, please discuss this with your line manager