

Name: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

As your employer we want to support your total wellbeing and so in this Wellness Action Plan we are enquiring about both your overall mental and physical wellbeing. We believe regularly discussing these aspects of your wellness will help us create a healthy working environment for you.

1. **What helps you stay well at work?** For example, taking an adequate lunch break away from your desk, getting some exercise before or after work or in your lunch break, light and space in the office, opportunities to get to know colleagues.
  
2. **Are there elements of your individual working style or temperament that it is worth your manager being aware of?** For example, a preference for more face to face or more email contact, a need for quiet reflection time prior to meetings or creative tasks, negotiation on deadlines before they are set, having access to a mentor, having a written plan of work in place which can be reviewed regularly, clear deadlines.
  
3. **How can your manager proactively support you to stay well at work?** For example, regular feedback and catch-ups, flexible working patterns, explaining wider organisational developments.
  
4. **Is there anything that you can be doing outside work to ensure you are mentally and physically well to do your job?** For example, getting enough sleep, eating well, fully switching off, getting enough holiday.
  
5. **(a) Are there any situations at work that can impact negatively on your wellbeing?** For example, conflict at work, organisational change, tight deadlines, something not going to plan.  
  
**(b) How might this impact on your work?** For example, you may find it difficult to make decisions, struggle to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches.
  
6. **What support could be put in place to help you manage triggers for stress or poor wellbeing and help you to minimize their impact?** For example, extra catch-up time with your manager, guidance on prioritising workload, flexible working patterns. For example, talk

to you discreetly about it, contact someone that you have asked to be contacted.

7. **What steps can you take if you start to experience poor mental health or excessive stress at work? Is there anything we need to do to facilitate this?** For example, you might like to take a break from your desk and go for a short walk or ask your line manager for support.
  
8. **Are there any early warning signs that we might notice if you are starting to experience poor mental health or wellbeing or excessive stress in your job?** For example, changes in normal working patterns, withdrawing from colleagues, changes in mood.
  
9. **Is there anything else that you would like to share or discuss in relation to your mental and physical health or wellbeing?**

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date to be reviewed: \_\_\_\_\_