

Wellbeing action plan

Name : _____ Date : _____

Discussion held between: _____ and _____

Note: The aim of this action plan is to develop an awareness of your working style, stress triggers and responses and enables you to communicate these to your manager. Information will be held confidentially and regularly reviewed. You only need to provide information that you are comfortable with sharing and that relates to your role and the workplace. You can agree together with your manager how to practically support you in your role and address any health needs. Understand that as a duty of care to keep you safe that confidentiality may be broken if you are experiencing a crisis.

Areas to consider	Notes	What action was agreed
What helps you to stay mentally healthy at work? <i>eg taking an adequate lunch break, away from your desk, getting some exercise before or after work, opportunities to get to know colleagues</i>		
What can your manager do to proactively support you to stay mentally healthy at work? <i>eg regular feedback and catchups</i>		
Are there any situations at work that might trigger poor mental health for you? <i>eg conflict at work, change, tight deadlines, something not going to plan</i>		
How might experiencing poor mental health impact on your work? <i>eg struggle to prioritise work tasks, difficulty with concentration, confusion, headaches</i>		
Are there any warning signs that we might notice if you were experiencing poor mental health?		

<i>eg changes in normal working patterns, withdrawing from colleagues</i>		
If we notice early warning signs, what should we do? <i>eg talk to you discreetly about it, contact someone you have asked to be contacted</i>		
What steps can you take if you start to feel mentally unwell at work – and can we do anything to facilitate them?		
Are there any elements of your individual working style or temperament that is worth your manager being aware of? <i>eg prefer more face to face or email contact</i>		
Is there anything else you would like to share? <i>eg attendance at support groups/therapy that we need to be aware of/take actions from</i>		
<i>Any further points to note?</i>		

Agreement for copy of information to be shared with HR? Y/N

Review date: _____

Remember: Employee Support Line 0800 1116 387 /Mental Health First Aiders – see forestnet http://forestnet/media/5453/MHFA-Flyer/pdf/MHFA_Flyer-May2020.pdf