

# Looking after your team's health and wellbeing guide

Knowing where to go when you need wellbeing support

March 2023

*People Promise*





# Knowing where to go when you need wellbeing support



Facilitators guide



Identify your team's wellbeing goals



Creating a safe and inclusive space to talk about wellbeing



Looking after your emotional, physical and mental health



Ensuring you have a safe working environment



Collaborative and supportive relationships that promote social wellbeing



Finding meaning in the work you do and bringing your whole self to work



Knowing where to go when you need wellbeing support



Review and revisit



Inspiration Library





# Knowing where to go when you need professional wellbeing support

*The teams and services who are available to support our health and wellbeing*



This section will help team members to gain a shared understanding of the workload within the team and the services available to support team members to look after their health and wellbeing. It links to the NHS Health and Wellbeing Framework section on [professional wellbeing support](#).

There is a wealth of wellbeing support available to us all, offered by the NHS for its people, as well as by external organisations. Knowing where to go to get help when we need it is important to maintain our wellbeing.

In this section, the team will find support on how to:



have a team workload conversation (to enable team members to start to talk about workload and identify ways in which they can support one another)



find out what wellbeing services are available (to enable team members to identify where to go for wellbeing support)



prioritise team workload (to enable team members to prioritise workload)





### Quick wins...

- When you find good wellbeing resources, remember to share with others in the team – this could include podcasts or apps, or local events or classes.
- Consider inviting inspiring health and wellbeing champions from your organisation, system or region to come and talk to the team and share their tips and ideas.



### When you have a little more time...

## Find out what wellbeing support services are on offer

Your organisation or system will likely have a range of services dedicated to supporting employee health and wellbeing.

As a team, find out the key contacts for the following, and display the contact details in a prominent place. It could be helpful to note how to access some services (e.g. by self-referral or management referral).

- |  |  |  |
|--|--|--|
| • Human Resources advice and information                           | • Mental Health First Aiders, Training courses | • Unions and professional bodies   |
| • Your organisation's workforce policies and procedures            | • Employee Assistance Programme (EAP)          | • Health and Safety  |
| • Professional networks and support groups by sector or experience | • Freedom to Speak Up Guardians                | • Any local or national employee benefits related to wellbeing support e.g. discounts on gym membership, cycle to work schemes |
| • Occupational Health and wellbeing teams                          | • Health and Wellbeing Champions               |  |
|  | • Professional Nurse Advocates                 |  |





## When you have a little more time...



### Team workload conversation

As a team, consider the following questions in one or two team meetings/huddles, adapted from [HSE Talking Toolkit](#):

- Does our workload feel achievable?
- Which tasks are taking up most of our time?
- Do we feel the deadlines we are given are realistic?
- Do we have conflicting deadlines?
- Do we have the right training to fulfil our team's purpose?
- What improvements or support could be put in place to help us with the issues we have talked about?

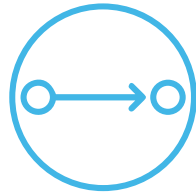
#### These could include:



Supporting team members to take regular breaks and encouraging team members to hold each other to account.



Consider changes to start and finish times (allow flexibility for wellbeing, caring and other responsibilities).



Have regular one to one/ work or team huddles/ meetings to discuss anticipated workload (and to deal with any predicted busy times). Reviewing staffing arrangements and how you will support one another.



Help team members identify blocks of time for collaborative team working.

Team members may want to agree on the actions that team members can take to help each other.



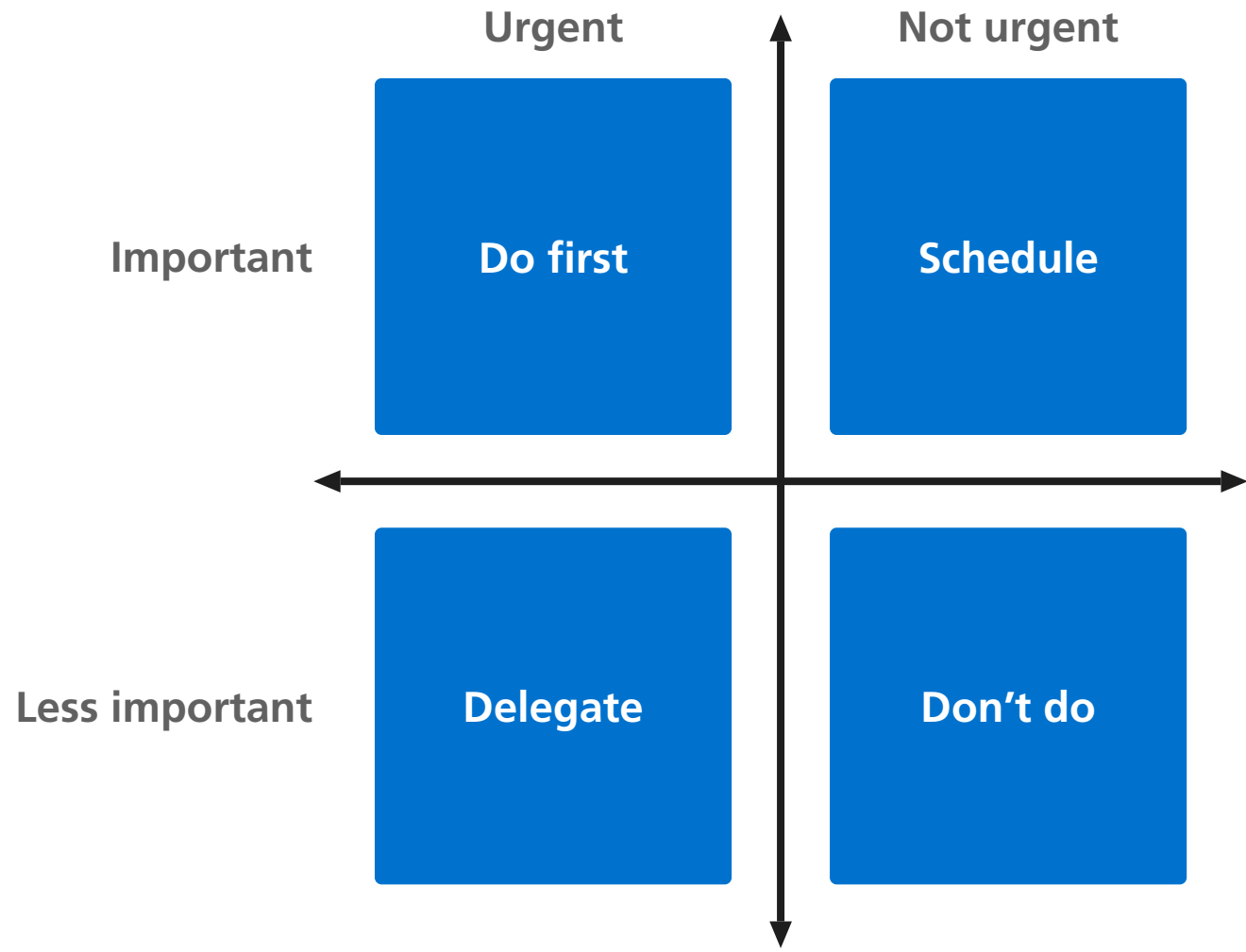


## Team workload prioritisation

As a team discuss workload. You may want to use the following guide.

### Step 1 – identify and categorise team tasks

- Ask team members to list the team's tasks.
- Use the Time Management Matrix developed by Covey (for more information about the matrix go to the Inspiration Library) to categorise the tasks that are urgent/not urgent and the tasks that are important/less important using the framework below:





## Step 2 - agree on actions

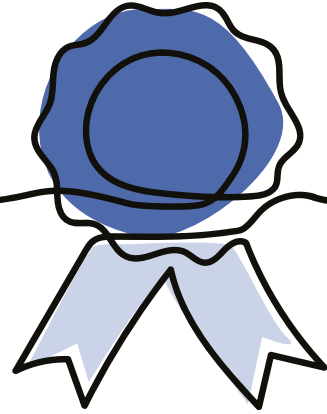
- **Do first** – prioritise the tasks that are urgent/important and agree on who will do those tasks.
- **Schedule** – plan to revisit non urgent/important tasks (and agree on who will do those tasks and when).
- **Delegate** – discuss urgent/less important tasks and identify who you will delegate these to.
- **Don't do** – take tasks that are non-urgent/less important out of your teamwork plans.
- **Revisit** – agree on a timeframe to revisit the team's tasks and re-prioritise.



**Don't forget to add any actions to the team wellbeing action plan**



**The Inspiration Library contains further information and resources about support to look after your own and team members' wellbeing.**





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This publication can be made available in a number of other formats on request.

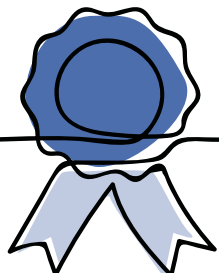
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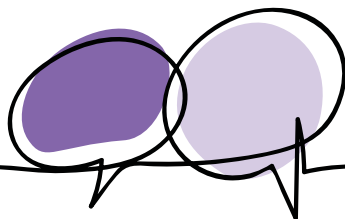
# People Promise



We are **compassionate** and **inclusive**



We are **recognised** and **rewarded**



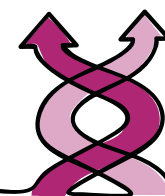
We each have **a voice that counts**



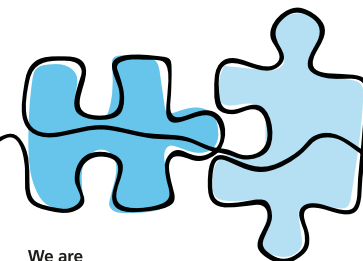
We are **safe** and **healthy**



We are **always learning**



We work **flexibly**



We are **a team**