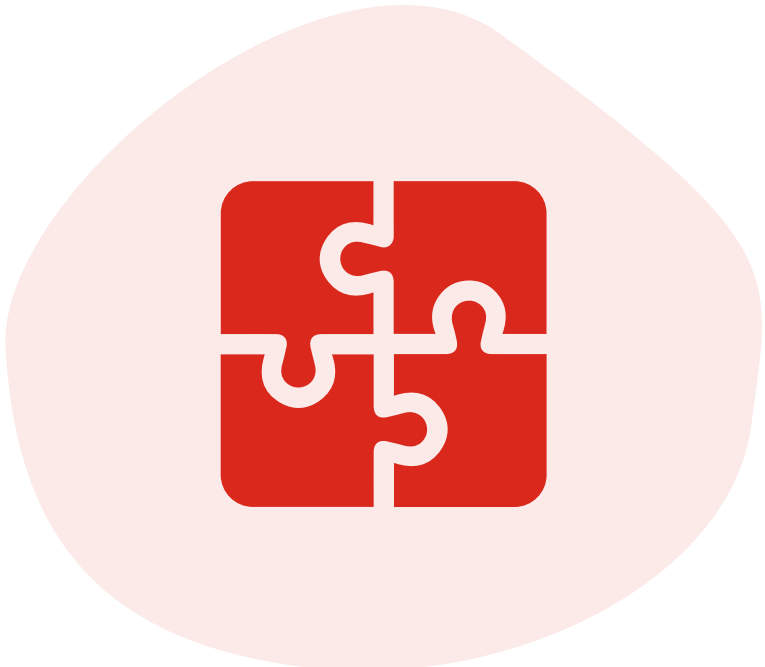# Looking after your team's health and wellbeing guide

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

March 2023

People Promise

NHS

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

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

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

How our work at the NHS inspires the diverse people in our team and how we can support their growth and passion

This section will help team members to connect with the wider purpose of the team and encourage each team member to tap into their full potential and bring their 'whole self' to work. Bringing our whole self to work means bringing all the elements of who we are to work: including our values, passions, strengths and even our vulnerabilities. This allows us to be truly ourselves and alleviates some of the pressure people might feel to leave behind some of their personalities and experiences as they enter the workplace. It links to the NHS Health and Wellbeing Framework section on **fulfilment at work**.

Team members that have a sense of fulfilment at work have higher levels of job satisfaction, experience improved team performance and personal motivation.

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

⭐ bring your 'whole self' to work (to encourage team members to bring more of themselves to work)

⭐ create a culture of appreciation (to encourage team positivity)

⭐ tapping into your team's full potential (to make the best use of the team member's knowledge, skills and experience)

⭐ create a team member selfie (to enable team members to have a greater understanding of one another)

Case study: Getting to know each other better at a personality and values level

The physiotherapy team had recently expanded, with new members joining the team. Talking at a team meeting, one of the things everyone mentioned was that with these changes happening, it would be great to take the time to get to know each other better, especially when it came to work styles.

Sinead, one of the team said "I volunteered to find out about personality tools we could use as a team, and I approached HR to see if they had any tips. Luckily, they had some trained facilitators (but I had also found some free online tools we could have used!), and they helped me plan and run a session".

The team members completed the quick questionnaire the facilitator shared, and sent them back ahead of a team meeting, where individual personality types were shared and discussed.

"I was a bit apprehensive about the sharing of types" continues Sinead, "but the facilitator was really good at explaining each personality preference in a positive way. The facilitator spent time describing how each type brought something special to the team, and I could really see how complimentary personality types worked together to get things done."

The team noticed that some people in the team had a similar personality preference, but there were others with different preferences. They were able to use this information to better understand and support each other, particularly when it came to understanding why people approach work tasks differently. Greater insight about different preferences when it came to work allowed the team to open up with each other and improve working relationships.

"I know that my personality type tends to be very detailed-oriented, and this is a great asset to the team, especially when it comes to setting up systems and processes. However, I also learnt that some people in the team are bigger picture thinkers and they shared that they find too much detail all at once overwhelming. This led me to rethink how we trained the team on a new IT system. Rather than telling them everything they need to know about our IT system on the first day, I broke the training down into chunks over several days. This seemed to work better for everyone."

⏱ Quick wins…

- Ask your HR team if there are any trained facilitators in your organisation for some of the popular personality preferences systems e.g. Myers Briggs, Belbin, DISC and if so, ask them to facilitate a session with your team to discover each team member's preferences. If you don't have a local facilitator, try asking the team to describe what motivates them at work, and what doesn't, to find out more about people's workplace personalities.

- Promote recognising and thanking people in the team for their support. This could take the form of an email, or by saying thank you in person, or by letting someone's manager know how they have supported you. You could also take a few minutes at team meetings for team members to give a 'shout out' for support they have received from others.

  Many organisations have opportunities for recognising and thanking staff for their work, from staff awards to mentions in organisation-wide newsletters. You could research these and also use these channels to share your thanks.

- Build in regular opportunities where the team share their successes for the week (it could be inside or outside work) and take the opportunity to celebrate together.

- In your next 1-2-1, talk to your manager about how you like to be appreciated or recognised.

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

Bring your whole self to work

These activities will help team members to share and bring more of their 'whole self' to work. Bringing our whole self to work means bringing all the elements of who we are to work: including our values, passions, strengths and even our vulnerabilities. This allows us to be truly ourselves and alleviates some of the pressure people might feel to leave behind some of their personalities and experiences as they enter the workplace. Try using some of the questions/activities at the beginning or end of your team meetings/huddle to learn more about one another:

Something you don't know about me

In a team meeting, ask team members to reflect and then share something that others don't yet know about them (remind team members to only share what they feel comfortable)

Create a culture of appreciation

These activities will help to build a culture of team appreciation. You could try one of the following:

- Ask team members to reflect on and then share how they can show appreciation to one another (e.g. being invited to share ideas and opinions, being thanked, being given extra responsibilities, being acknowledged for contributing to a task, giving a small token of appreciation to a team member e.g. some biscuits/a thank you note). Capture on a whiteboard/flip chart and keep visible for the team to check in with.

- Ask team members to think about something that they are pleased about with regards to how they have worked together as a team over the last month and share.

- Ask team members to note something they have appreciated about a colleague in the last week (be as specific as possible, e.g. a time when they have helped you or done something supportive for you). Then ask them to find an opportunity to share their appreciation with their team member(s).
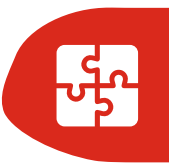
When you have a little more time...
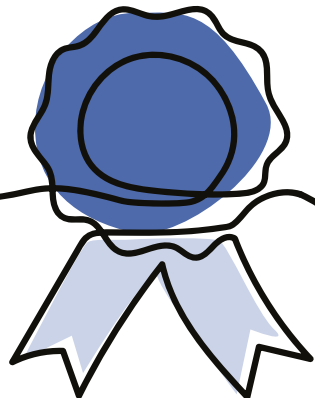
Tapping into your team's full potential

This activity will help team members to share how they can contribute more to the team.

Ask team members to agree:

- the top 10 skills, behaviours, and knowledge areas needed in the team to provide a good service (e.g. skill - excel, behaviour - being organised, knowledge area - governance)

- put the list on a whiteboard or flip chart

- ask team members to place their initials or avatar next to the skill, behaviour and knowledge area that they possess

- encourage team members to review and tap into one another's skills, behaviours, and knowledge areas when they can

Go to the Inspiration Library to find out more about learning opportunities to develop your potential. Team members may also want to discuss plans for their development with their manager and access any training on offer.
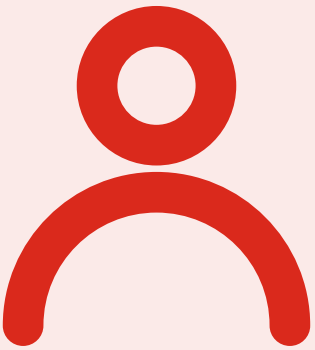
Create a team member 'selfie'

This activity will enable team members to share information about themselves in a way that is memorable and accessible, so the team can get to know one another more.

My Selfie

A hidden talent
Creative flair, abstract art, use of colour

What I do well
Putting people at ease and making them laugh

How best to check in with me
If you notice I'm quiet, ask how I am

How I like to learn
Straight in and having a go

What makes me ☺
Working in a team

What makes me ☹
When someone takes credit for the work of others

Three words that others use to describe me
Empathetic, Trustworthy, Mischievous

Share a selfie template with team members and ask them to complete:

- what I do well
- how I like to learn
- what makes me ☺ and what makes me ☹
- three words that others use to describe me
- a hidden talent
- how best to check in with me

Ask team members to bring to the next team meeting/huddle to share. Once completed agree on where best to display the team 'selfies'.

The Inspiration Library contains further training and activities to help you understand your purpose and what makes you happy (Find My Why) and bring your whole self to work (My Whole Self).
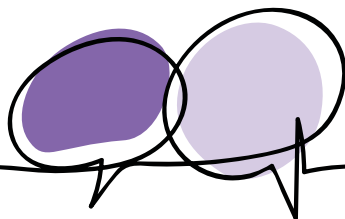
People Promise

We are
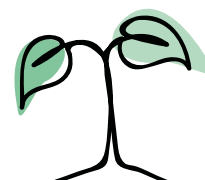**compassionate**
and **inclusive**
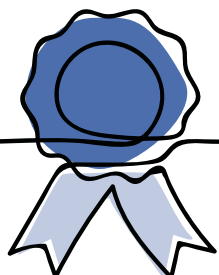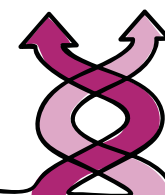
We are **recognised**
and **rewarded**

We each have
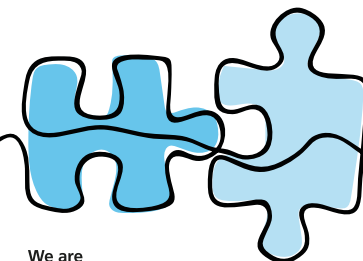**a voice that
counts**

We are
safe and
healthy

We are
**always
learning**

We work
flexibly

We are
a team