

Looking after your team's health and wellbeing guide

Looking after your emotional, physical and mental health

March 2023

People Promise





Looking after your emotional, physical and mental health



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





Looking after your emotional, physical and mental health

Mental and emotional health, physical health and a healthy lifestyle all contribute to an individual's health and wellbeing

This section will help each team member to identify the things they can do to boost their own wellbeing. It includes resources to support team members with their individual mental, physical and emotional health, and links to the NHS Health and Wellbeing Framework section on [improving personal health and wellbeing](#).

One of the themes running through this guide is the understanding that we all need something different to maintain good wellbeing. Wellbeing is personal to every one of us.

Mental and emotional health, physical health and a healthy lifestyle all contribute to an individual's health and wellbeing. Having positive emotional and mental health enables us to reach our full potential, cope with the stresses of daily life, work productively and make meaningful contributions at work. Although we can all take individual steps for our health and wellbeing, sometimes we need the support of others to make a real impact – think about how going to the gym with a friend makes you more likely to go, as you get a boost from going together.





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



develop a 'five ways to wellbeing' team challenge (to build team wellbeing commitments)



stay healthy while hybrid/remote working (to identify actions that team members can take to look after their wellbeing while working hybrid/remotely)



spot the early warning signs and take action (to agree how team members will recognise and support one another's wellbeing)



Quick wins...

- If it's possible, arrange to take a break with a colleague. You could eat lunch together, get outside for a short walk, or have a cup of tea.
- Taking part in health challenges can be a good way to support each other's health and wellbeing. If your team are keen walkers, runners, cyclists or swimmers, are there any local events you could all sign up to take part in?
- Or you might have several enthusiastic singers in your team – does your organisation have a workplace choir you could join?
- Practice doing small acts of kindness for others in the team. Reflect on how it makes you feel to receive an act of kindness and how it feels to give one.
- Ask team members to share ideas and tips for Wellbeing Wednesday – you could email the team, put something on social media, or share at a team meeting or huddle. www.actionforhappiness.org has a wellbeing tip of the day or you might have other sources of inspiration.





Case study: using a team suggestion box to gather wellbeing ideas

Mark's team use a wellbeing suggestion box to come up with ideas of activities to do together.

"We realised we really enjoyed doing team challenges. In the past we had a team baking competition, and sold slices of cake for charity afterwards, and we spent a morning packing food parcels at our local foodbank one year" Mark explains.

"We all work different hours at work, and some of the team are part time, so we struggled to find a good time to talk about things we could do together.

I made a suggestions box from an old box in the office, and put it next to the photocopier. For two weeks, the team put in their suggestions, and I collected them. We ended up with a list of ideas, from more cake sales, and taking part in sponsored events, to ideas for our team Christmas party, and we are going to work our way through doing them in the coming months."

"I think we will use the suggestion box again to get other ideas from the whole team on different topics, because everyone liked being able to drop something in when they had time to come up with ideas."

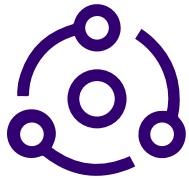




When you have a little more time...

'Five ways to wellbeing' team challenge

Using principles from the Five Ways to Wellbeing New Economic Foundation, this activity will enable team members to identify a set of five things that they will commit to doing as a team to maintain good wellbeing.



Connect

With people around you. Family, friends, colleagues, neighbours. At work, home or your local community. Invest time in developing them as these connections will support you on a day to day basis



Be active

Go for a walk. Step outside, cycle. Play a game. Garden, Dance, Exercise makes you feel good. Discover a physical activity you enjoy and that suits your level of mobility and fitness



Take notice

Be curious. Catch sight of the beautiful. Remark on the unusual. Savour the moment, whether you are walking to work, eating lunch or talking to friends. Be aware of the world around you and what you are feeling. Reflecting on your experiences will help you appreciate what matters to you



Keep learning

Try something new or rediscover and old interest. Sign up for that course. Take on a different responsibility. Learn to play an instrument or how to cook your favourite food. Set a challenge you will enjoy achieving. Learning new things makes us feel more confident as well as being fun, it can also be a really helpful distraction



Give

Do something nice for a friend, or a stranger. Thank someone. Smile. Volunteer your time. Look out, as well as in. Seeing yourself being linked to the wider community can be incredibly rewarding and creates connections with the people around you. Maybe phone someone and try to really listen to them





Five Ways to Wellbeing New Economic Foundation



Connect...
Be active...
Take notice...
Keep learning...
Give...

Five ways
to wellbeing

- Ask team members to share what they are already doing in each category to boost their wellbeing.
- Are there any categories where team members want to do more, or start focussing on their wellbeing in a category?
- Ask team members to identify and commit to a team action that will help to boost everyone's wellbeing in the chosen category.
- Review at subsequent team meetings and identify another category from the five ways of wellbeing to work on.

Examples of team commitments:



Connect - we will all commit to having an in-person or virtual coffee break with a colleague.



Be active - we will all commit to doing one activity that we don't usually do this week.



Take notice - we will all commit to sharing a photo of something nice we have done via email / our Teams channel and practice taking notice of other people's needs.



Keep learning - we will all try a new recipe this week.



Give - we will find time to send an email recognising someone who has helped us this week.



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





Staying healthy while hybrid/remote working

For teams to work well, they need to connect with each other. Remote or hybrid working can often make this more difficult, think about how you can introduce, plan and recreate more casual ways of connecting with each other e.g. chatting while the kettle boils.



Hints and tips on staying healthy

For those working remotely, whether that's from home or in a shared workspace, MIND has designed a Wellbeing Conversation Template, to help identify what best supports mental health and wellbeing whilst working remotely. Take a look at the Inspiration Library for more information on Wellness Action Plans.

If your team works remotely or has a hybrid working pattern, the 'five ways to wellbeing team challenge' is a good way to create connections in the team.

You could also delve more deeply into the subject by exploring further:

- Ask team members to reflect on:
 - what is the biggest benefit of remote/hybrid working on wellbeing for me and for the team? Some examples include reduction in travel time, better work-life balance, fewer interruptions when I want to concentrate
 - what is the biggest challenge of remote/hybrid working on wellbeing for me and for the team? Some examples include it's not always easy to share ideas or spot if someone needs extra support, opportunities for collaboration can be less obvious

- Ask team members to discuss their reflections.
- Ask team members what they can do individually and as a team to promote wellbeing while working in hybrid or remotely - some examples include daily check in as a team, agree on a day/time when everyone will meet in person, buddy system to check in on team members, make time for non-work based conversations in remote teams.



The Inspiration Library also contains further guidance about remote working: Enabling and supporting staff to work from home and Remote working guide.





Spotting early warning signs and taking action

This activity aims to help team members to identify early warning signs when a colleague is under pressure and it is affecting their wellbeing and ways to take action to support one another. When working in teams, we have an ideal opportunity to spot when a colleague's wellbeing is not at its best. Discussing and sharing how to spot the early warning signs can help team members to support each other at the earliest opportunity.

You may want to remind team members about the benefits of having a structured **Wellbeing Conversation**.

Step 1 - Spotting the early warning signs when a team member's wellbeing isn't at its best

- Ask team members to reflect individually on the following question "what early warning signs might you notice when a team member's wellbeing is under pressure?"
- Ask team members to share the early warning signs (examples of what you might notice: looking tired, relying on sugar or caffeine to get through the day, being distracted or not performing as they usually do, struggling to meet deadlines becoming less talkative in team meetings or 1-2-1's).
- Capture the early warning signs and keep the notes visible to remind team members what to look out for.
- Encourage team members to add to the early warning signs over time.

Step 2 - Supporting each other to attend to wellbeing

- Ask team members to reflect individually on the following question "what could you do to support a team member if you notice their wellbeing deteriorating?"
- Ask team members to share what they could do to support a team member.
- Discuss what wellbeing support is available within your organisation and externally (e.g. Mental Health First Aider (MHFAider®), Occupational Health, Employee Assistance Programme, Health and Wellbeing Champions, MIND).
- Capture ideas and add to the team action plan.



The Inspiration Library provides further resources and hints and tips about how you can look after your wellbeing.





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

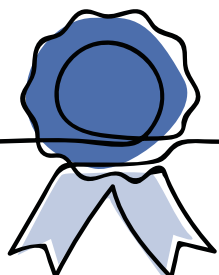
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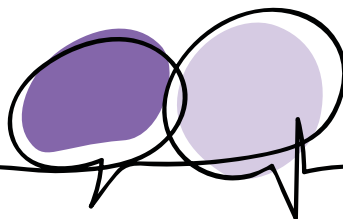
People Promise



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



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



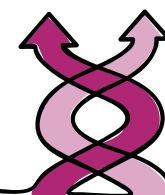
We each have **a voice that counts**



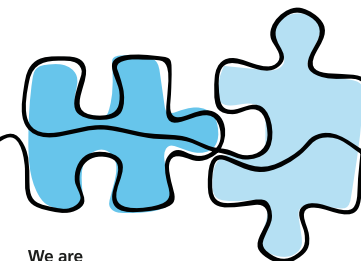
We are **safe** and **healthy**



We are **always learning**



We work **flexibly**



We are **a team**