**Looking after your team’s health and wellbeing guide**

March 2023

**Team wellbeing action plan template**

**Our team’s health and wellbeing goal:**

**How we did it:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Activity/workshop/team meeting** | **Date** | **What was discussed and decided?** |
| 1 | Team meeting – using section “Knowing where to go when you need professional wellbeing support” |  |  |
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**Action plan:**

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| --- | --- | --- | --- | --- | --- |
| **Number** | **Team action** | **Co-ordinator** | **To be completed by** | **How will we know the action has been done?** | **Notes** |
| 1 | **Example:**  Introduce and have regular structured health and wellbeing conversations | [add name] | [add name] | All team members have scheduled regular wellbeing conversations with their line manager |  |
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