

Wellbeing conversation crib sheet

TIPS ON HOW TO FACILITATE THE CONVERSATION

Starting the conversation:

Start with a simple ***"How have you been?"*** or ***"How are you?"*** – you may need to follow up with ***"How are you, really?"***. Reassure them that the conversation there to support them. Make time for the conversation, this should be a genuine caring and compassionate conversation.

Exploring wellbeing:

Use open questions, such as:

- ***"What helps you to be healthy?"***
- ***"What hinders your health and wellbeing?"***
- ***"Tell me more about that...? Can you give me some examples...?"***

Use this crib sheet to explore different aspects of wellbeing and remember to consider factors inside and outside of work.

Have they completed the personal wellbeing assessment and action plan?

Identifying support:

Use open questions, such as:

- ***"What can you do to help yourself?"***
- ***"What can I, the team or the organisation do to support you?"***

Be aware of our wellbeing offers all available on the intranet www.worcsacute.nhs.uk/health-and-wellbeing. Remember it's not a therapeutic intervention, and you are there to identify support.

Supportive actions:

Work together to agree actions that they will take and that you will take. Encourage them to complete a **personal wellbeing action plan**. Keep the conversation going by agreeing how you will work together to review progress.

ASPECTS OF HEALTH AND WELLBEING TO CONSIDER

Think about a holistic approach to health and wellbeing including the impact others may have on wellbeing.

Actions may only be small actions to improve overall wellness.



Wellbeing conversation are:

- ✓ **Caring and compassionate** – they give space to enable employees to holistically explore their wellbeing.
- ✓ **Employee led** – they enable the employee to drive the agenda and focus on the most important things to them.
- ✓ **Supportive** – they signpost employees to appropriate support, and monitor / adapt that support to ensure effectiveness.
- ✓ **On-going and dynamic** – wellbeing changes over time, therefore these conversations should be revisited regularly.
- ✓ **Inclusive** – every NHS employee should have ongoing supportive conversations that enable their unique, diverse and personal wellbeing needs to be met.

Wellbeing conversation are not:

- ✗ **Therapeutic interventions** – employees should be empowered to access appropriate wellbeing support from trained professionals.
- ✗ **Judgemental or performance related** – wellbeing conversations should not judge employee contribution. However, by caring for employees and enabling their wellbeing, this is likely to make them feel valued and improve their ability to perform in role.
- ✗ **A formal risk assessment** – however, a personal risk assessment may be an output that forms part of the support package put in place as a result of a wellbeing conversation.

Personal wellbeing action plan

You may want to complete this prior to a wellbeing conversation to help the discussion.

How are your feeling?

Use this NHS employers toolkit to check your own or your teams wellbeing www.nhsemployers.org/howareyoufeelingnhs

Managing my health and wellbeing

What helps me to stay healthy and look after my wellbeing at work?

What hinders or reduces my wellbeing at work?

What steps can I take if I start to feel unwell in myself?

What usually works for me to maintain and/or improve my health and wellbeing?

Helping others to help you

What situations or factors trigger poorer health and wellbeing for me? Are there early warning signs others should be aware of?

What could be put in place at work to help me manage these triggers for poorer wellbeing? How can others help me?

Aspects of wellbeing to consider and support I can access through the Trust

Think about a holistic approach to your health and wellbeing including the impact others may have on your wellbeing.



My wellbeing action plan

Actions to maintain and improve my health and wellbeing. Think about small actions both you, your manager and colleagues can take against all 7 areas of wellbeing. The link below will give you ideas of actions to consider. www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing/

Physical wellbeing

Social wellbeing

Covid support

Civility and respect

Equality, diversity and inclusion

Financial support

Emotional, mental and psychological