

YOUR WELLBEING ACTION PLAN

This Wellbeing Action Plan aims to help you have better conversations with your manager or team leader. It looks at things that you can do or change to help you feel well, and helps your manager understand if there are things they can support you with to improve your wellbeing. If you're a manager, please also refer to the 'Good Conversations Guide' which will help with talking through this plan.

This document is for your use – to keep a record of the conversations with your manager or team leader – and will not be kept by your manager or on your files. Your line manager may ask for some support or signposting to wider support, if needed, and will only do this with your agreement.

Your name	
Your manager/team leader name	
Date of conversation:	

PART A

Complete this on your own, before you meet with your manager/team leader.

The following areas all impact on our health and wellbeing. Please review the list and ask your manager for information about how to access support if you need it.

Area	Activity	Tick if you would like more detail
Move your body	Exercise and maintaining physical health	<input type="checkbox"/>
	Walking/Cycling	<input type="checkbox"/>
Healthy living	Eating well and nutritional advice	<input type="checkbox"/>
	Staying hydrated	<input type="checkbox"/>
	Menopause	<input type="checkbox"/>
	Long Covid	<input type="checkbox"/>
Work/life balance	Effective working relationships	<input type="checkbox"/>
	Managing your workload effectively	<input type="checkbox"/>
	Support for carers	<input type="checkbox"/>
	Family matters and relationships	<input type="checkbox"/>
Good habits	Managing Sleep	<input type="checkbox"/>
	Alcohol consumption	<input type="checkbox"/>
	Stopping smoking	<input type="checkbox"/>
	Working safely with display screen equipment	<input type="checkbox"/>
Mental Wellness	Mental health support	<input type="checkbox"/>
	Stress awareness	<input type="checkbox"/>
	Counselling and expert help	<input type="checkbox"/>
	Bereavement and grief	<input type="checkbox"/>
Financial Wellbeing	Financial advice	<input type="checkbox"/>
	Debt management	<input type="checkbox"/>

Are there any other areas of health and wellbeing that you would like support/information on?

PART B

To be complete in conversation with your manager/team leader.

1. How are you?

(What is going well, what is not going so well? What does a good day look like to you?)

2. Do you know how to access the health and wellbeing support at work when you need it?

What can we (your manager/ team/organisation) do to improve access?

3. Is there anything that has a negative impact on your wellbeing?

How can we support you with that?

PART B

To be complete in conversation with your manager/team leader.

4. What can we do to support your mental wellbeing while you work?

5. What can we (your manager/team/organisation) do to make work a more inclusive place for you, and help you to bring your whole-self to the workplace?

6. How can we support you to work flexibly to maintain a good work-life balance?

PART C

Your Wellbeing Action Plan

Record any actions that come from your conversation in the table below. Agree whether the action is for you, or your manager/team leader. Don't forget to set a date for when you will review the progress and actions, as part of your Wellbeing Action Plan.

What will you do to support your health and wellbeing?

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What will your manager do to support your health and wellbeing

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When will you review your wellbeing plan together?

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If you need more support, information or access to the wellbeing support available: visit the **Wellbeing Toolkit**.