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My Wellbeing Plan

To help manage wellbeing in the workplace

The purpose of this document is to help you to identify and remember what helps you to enhance your wellbeing, thrive, and feel well at work, as well as what your line manager can do to support you. We recommend that it is a part of a larger workplace commitment to support and improve workplace wellbeing. Writing a *My Wellbeing Plan* (MWP) is a great opportunity for you and your line manager to become more aware of your working style, stress triggers and responses. This can then help you to be aware of when to reach out for help, and for your line manager to be aware of cues that you may need a bit more support. You and your line manager can also proactively structure your work in a way that feels supportive of you and supports your own unique working style. This form will be held with your other HR documents and will be regularly reviewed by you and your line manager together.

It is our belief that everyone will benefit from having a MWP in order to help us all to thrive in the workplace. Some practices will contribute to our feelings of wellbeing and others will detract from it. This plan is intended to enhance the workplace wellbeing of every employee and is a part of our workplace commitment to wellbeing and inclusion. It is not mandatory to have a MWP.

You do not need to disclose anything you are not comfortable sharing; the MWP is here so that you can look at what impacts your wellbeing in your role and your work life. This document is a tool that can help enhance the support line managers provide, along with 121s. It does not replace other policies and processes that are there to protect employees. It is designed to help you and your manager to agree, together, what kinds of practical support can help to keep you well in your role and address any health and wellbeing needs. You and your line manager should discuss where this document will be kept and who will have access to it. There may be some circumstances in which action must be taken to keep you safe, including contacting emergency contacts or medical services, for example if you are unwell, injured, in crisis or at serious risk of harm.

You may wish to review the Honey and Mumford learning styles information first and complete the questionnaire to help you to identify your own unique learning/working style. This can be interesting information to share with your line manager to help inform your best ways of working and areas of strength.

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Wellbeing at work

The first set of questions focuses on understanding what helps you thrive as an individual, and what things might negatively impact your wellbeing. The purpose of discussing these questions is for you and your line manager to better understand this and to create/agree some possible responses/actions for addressing any concerns.

1. Let's start by looking at how you are feeling about work generally. You may be feeling good, you may have some concerns. Any feeling is ok, and this is a good chance for us to start the conversation.

2. Is there anything in particular that helps to enhance your wellbeing?

There are many workplace adaptations that can help to enhance individuals' wellbeing at work. Some of these may include: taking an adequate lunch break away from the pharmacy or your desk, getting some exercise periodically throughout the day, an improvement in your pharmacy or office environment such as more light or space if it is possible, and opportunities to get to know colleagues.

3. Are there elements of your individual working style or personality that are worth your manager being aware of?

For example: what you've learned from the Honey and Mumford questionnaire, a preference for more face to face or more email contact, a need for quiet reflection time prior to meetings or creative tasks, alternative ways of contributing in meetings, negotiation on deadlines before they are set, having access to a mentor for questions you might not want to bother your manager about, having a written plan of work in place which can be reviewed and amended regularly, clear deadlines if you have a tendency to over-work a task, tendency to have particularly high or low energy in the morning or in the afternoon.

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4. What can I as your manager do to proactively support your wellbeing at work?

For example: regular feedback and catch-ups, allowing flexible working patterns, explaining wider organisational developments, and if you are working in multiple teams, sharing information on your workload across teams.

5. Are there any situations at work that can negatively impact your workplace wellbeing?

For example: conflict at work, organisational change, tight deadlines, something not going to plan, speaking in meetings, worry about Covid, difficult or abusive patients.

Dealing with difficulties

We can all face challenging times in work and in our personal lives. We want to support you if you are having a difficult time. These questions will help us to understand the signs that something is impacting you and how we can help.

6. If you are struggling, is there any aspect of your work you find difficult or more challenging, and how can I support you at this time?

For example: you may find it difficult to make decisions, struggle to prioritise work tasks, have difficulty with concentration, be anxious about making mistakes, or experience drowsiness, confusion, or headaches.

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7. Are there any early warning signs that we might notice when your wellbeing is impacted?

For example: changes in normal working patterns, withdrawing from colleagues, lethargy.

8. Is there any support that we could put in place to minimise triggers that could impact your wellbeing?

For example: extra catch-up time with your manager, guidance on prioritising workload, flexible working patterns, consider reasonable adjustments, additional training, ensure no self –checking, better Covid safety measures.

9. If we notice early warning signs that you are experiencing poor mental health, what should we do?

For example: talk to you discreetly about it, contact someone that you have asked to be contacted, for someone in particular that you trust at work to speak to you about it.

10. What steps can you take if you start to notice that your wellbeing is being negatively impacted, and is there anything we need to do to facilitate these steps?

For example: you might like to take a break from your desk and go for a short walk, work flexibly, or ask your line manager for support.

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11. Is there anything else that you would like to share?

Employee signature:

Date:

Line manager signature:

Date:

Date to be reviewed: