

Changing Futures Programme Sussex

Wellness Action Plan Guidance



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A Wellness Action Plan reminds us of what we need to do to stay well at work and details what our line managers and colleagues can do to better support us. The intention of this document is to provide a guide for one approach to personal wellness action plans to enable us to be safe and well in our work and is based on Guidance from MIND. This is intended as a guide to best practice, and the attached template can be used as is, or adapted to suit local factors.

Developing a Wellness Action Plan (WAP) can help us to actively support our own mental health by reflecting on the causes of stress and poor mental health, and by taking ownership of practical steps to help address these triggers. This process can also support managers to open up dialogue with employees, understand their needs and experiences and ultimately better support their mental health.

We all need to support our mental health at work. The Changing Futures Programme Sussex endorses the offering of a WAP to all workers, whether they have a mental health problem or not. This sends a clear message that we care about staff wellbeing and helps encourage people to be open and seek support sooner. By planning in advance, we can work towards the ideal that everyone receives the support they need when they need it.

Managers should work together with team members to develop a personal action plan to proactively manage their mental health. This allows people to plan in advance and develop tailored support for a time when they're not coping so well. It also facilitates open dialogue with managers – leading to practical, agreed steps which can form the basis for regular monitoring and review.

An Action Plan should cover:

- Actions and behaviours that support the employee's mental wellbeing
- Symptoms, early warning signs and triggers for poor mental health or stress
- Potential impact of poor mental health or a mental health problem on their performance
- What support they need from their line manager
- Positive steps for the individual to take if they are experiencing stress or poor mental health
- An agreed time to review the support measures to see if they're working.

It should be drafted by the member of staff, with support from a health professional where appropriate, and then discussed and agreed with the manager. The WAP should be held confidentially and regularly reviewed by the member of staff and their manager together. Members of staff need only provide information that relates to their role and the workplace, and that they are comfortable sharing.

The WAP is not legally binding but is intended to allow a line manager to agree with employees how they can be practically supported in the workplace and how to address any health needs. A template WAP can be found on the following pages, which may be used or adapted by a member of staff. Please also see link to a template from the MIND website that's specific to staff working from home.

[Working from home wellness action plan](#)

Wellness Action Plans are for everyone, and not just for those with a mental health condition.

As an employee the plan can help you:

- Feel empowered and in control
- To think about what supports you at work
- To think about what makes you unwell at work

As a manager these plans help you to fulfil your responsibilities. The plans should be dynamic and flexible, and reviewed regularly.

This is an evidence-based system for managing mental health, to help employees share what keeps them well at work and why they might become unwell. It helps to improve well-being or support recovery.

It can help you to structure and start conversations about mental health. It can help with identifying reasonable adjustments. It can help to ensure employees returning to work are appropriately supported.

Wellness Action Plan Template

This form is confidential: you don't have to show it to your manager but do make sure that you discuss with them any actions you'd like them to take or any warning signs you'd like to share.

Name	
Manager	
Date Completed	
Review Dates (if applicable)	

1. What helps you stay mentally healthy at work? (For example: taking a lunch break, keeping a 'to-do' list, eating properly, sleeping properly, doing what makes you feel happy)

2. What can your manager do to support you to stay mentally healthy at work? (For example: regular feedback and supervision, explaining wider developments in the council)

3. Are there any situations at work that can trigger or worsen mental health problems?
(For example: conflict at work, organisational change, something not going to plan)

4. How might stress or mental health difficulties impact on your work?
(For example: finding it hard to make decisions, hard to prioritise work tasks)

5. Are there any early warning signs that we might notice when you are starting to feel stressed/mentally unwell?
(For example, changes in normal working patterns, withdrawing from colleagues)

6. What support could be put in place to minimise triggers or to support you to manage symptoms?
(For example: extra catch-up time with manager)

7. If we notice early warning signs that you are feeling stressed or unwell, what should we do?
(For example: talk to me discreetly about it, contact someone that I have asked to be contacted)

8. What steps can you take if you start to feel unwell at work?
(For example: take a break from your work and go for a short walk, ask your manager for support)