

Mental Health Check-Ins

Mental Health Check-Ins are intentional one-on-one meetings between supervisors and their direct reports focused on how staff can collectively support each other in the workplace.

They should always be voluntary for employees, who should have control over what and how much they share, and with whom they share it.

TEN TIPS FOR GREAT MENTAL HEALTH CHECK-INS

1. Make sure you know of where you can signpost people to if they are struggling with their well-being.
2. Be aware of any stressors or pressures and how these may be influencing individuals.
3. Listen to what it is your team has to say. Regularly practice the skill of mindful listening.
4. Make sure you are regularly checking in with how you are feeling.
5. Get to know your team and understand how personal factors could be influencing their performance.
6. Be proactive with support and ask your team if there is anything you can do to guide or help them.
7. Praise, encourage and be proud of team members who speak openly about mental health.
8. If someone is struggling be kind and understanding as to what it is they are experiencing.
9. If someone is struggling, suggest some positive actions people can engage with to look after physical and mental health.
10. Encourage your team to talk openly about well-being and mental health.

Example Check-In Questions

- How are you feeling today, really? Physically and mentally.
- What's taking up most of your head space right now?
- Tell me about a recent "win," either at work or at home.
- How can I support you this week?
- What's something you can do today that would be good for you?
- What's something you're looking forward to in the next few days?
- What are some goals we can work on this week?
- Who can help us reach these goals?



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