Managing Team Wellbeing

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Suggested Team Meeting Agenda Items

As a manager, encourage your team to talk about how they are working, concerns they have, and how they can improve how they work. This helps give them ownership of practical steps needed to help them stay well at work or manage a mental health problem. It also opens up a dialogue between you and your team members; to help both parties better understand their needs and experiences and therefore better support their wellbeing. This in turn can lead to greater productivity, better performance and increased job satisfaction.

We have collated below a few suggested team meeting agenda items, based on the suggestions for how to manage conversations contained in the HSE document ‘Preventing Work-Related Stress in Schools’, which is available on [www.epm.co.uk](http://www.epm.co.uk).

We have also included the Energy Grid, which you could use in a team meeting for further discussion.

The agenda items could be split into sections and added to the normal team meeting agenda, a section at a time, or could they be discussed at a Team Training day.

It would be preferable to give notice of these agenda items if included as part of a team meeting agenda, so that the team have the opportunity to consider them prior to the team meeting.

Demands

* Which tasks take up the most time and how do we cope at busy times?
* Can we improve how we are working? How?
* What concerns do we have about work environment and how can we improve this?
* What changes can we put in place to cope with any of these issues?

Control

* Do you feel involved in the decisions being made? How can we improve how we communicate as a team?

Support

* Do you know who to talk to and where to go when you need support?
* How can we improve on the support available to team members?

Relationships

* Do you know where to go and what to do if you experience or witness unacceptable behaviour?

Role

* Do you know what performance objectives we have as a department/school? Do you think these are achievable?
* How is work structured in the department and in the wider school – who is doing what and why?

Change

* Agenda item – on any changes and planning process.