

LOOKING AFTER INDIVIDUAL WELLBEING AND RESILIENCE



HEALTHYWORK
COMPANY

enabling thriving cultures

Csikszentmihalyi in his book, Flow, said "A joyful Life is an individual Creation that cannot be copied from a recipe". Good work can go a long way towards supporting wellbeing and life satisfaction though.

Bringing our whole selves to work allows us to be open, creative and connected. Whilst sometimes the stressors we are dealing with are nothing to do with our workplace, having a person absent or not at their best will impact the workplace. In a post pandemic world, we are dealing with a lot of anxiety and we are not taught the tools to deal with this at school.



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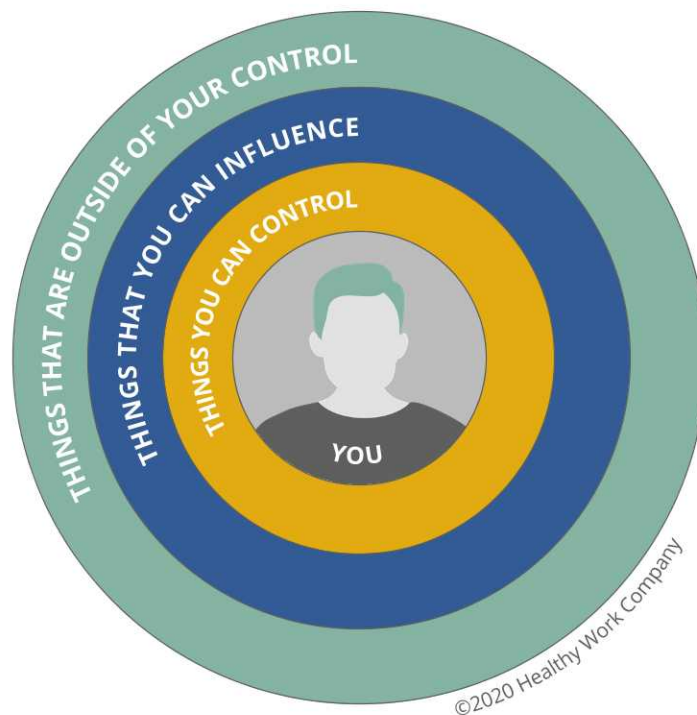
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CIRCLE OF CONTROL

You have more power than you think!

Discover your Circle of Influence and Control to help you and your teams take responsibility for their work concerns, and thus be more proactive, productive and happier.

Think about where you can focus your energy and improve your resilience.



CIRCLE OF CONTROL

- My boundaries
- Communicating my needs
- Time I carve out for self-care
- What I eat
- How much I move
- My perspective
- My approach to learning
- Words I use
- Voting and campaigning

CIRCLE OF INFLUENCE

- My working hours and priorities
- My relationships
- My family
- The general 'mood'
- My health

CIRCLE OF CONCERN

- Politics
- The weather
- The economy
- What others think about me
- What others do and say
- Social media
- The news

Adapted from Steven Covey *Seven Habits of Highly Effective People* (1989).

THIS METHOD IS A GREAT TOOL FOR RESILIENCE.

If anyone feels out of control, you can question all of the things where they feel that, and see if they can have more agency about them.

For the things they simply can't control, they may need to re-frame those - this too shall pass, or this might be learning for me. You can't affect government policy, or the weather... so try to spend energy where it makes most difference.

At the very least, what is left is awareness of the factors that are outside their circle of influence.

Often it turns out, they realise they can influence more than they think, or they can change their attitude and their response to them. Even the act of acknowledging this creates some relief.

In a team, you're trying to get to a point of safety where team members feel confident enough to be able

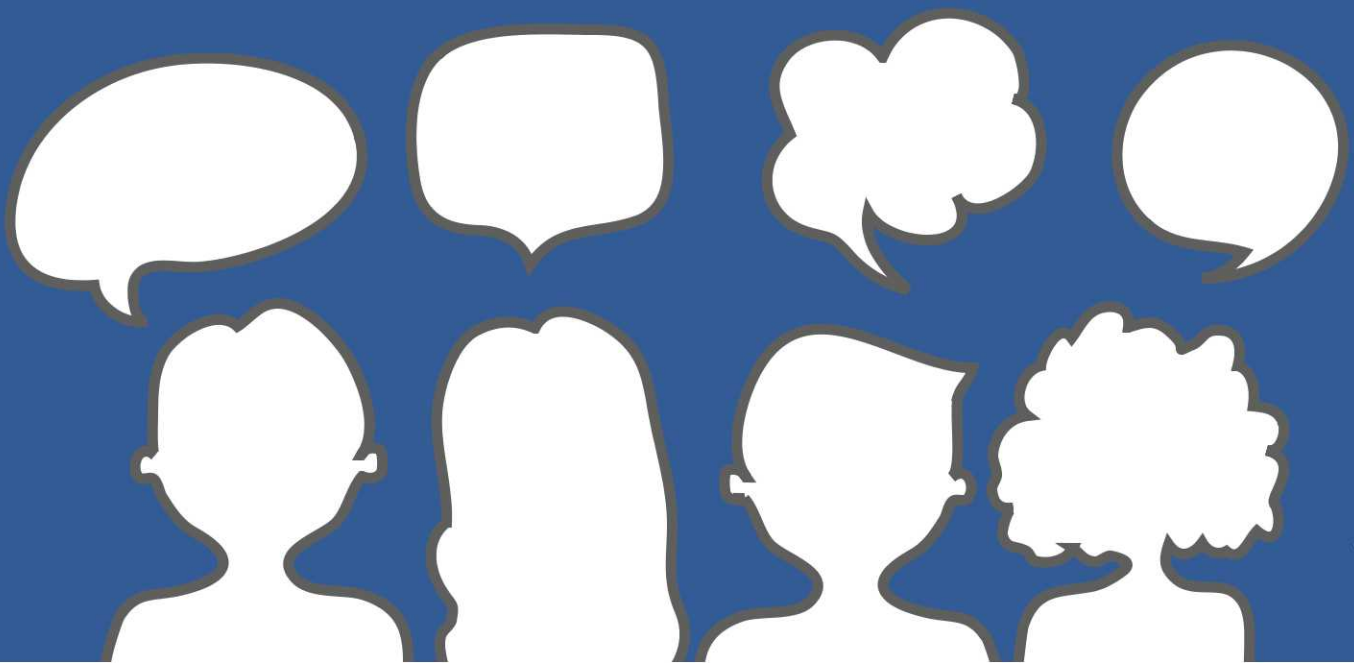
to talk about the things they're frightened of and neutralise those fears.

Doing that as a group means you really get to know each other; building empathy about what concerns you and where your stress comes from. Solving those problems together helps that too.

This is really good for building the rapport of a team - a little bit of vulnerability draws people in.

It also gets away from just focussing on conversations about the mechanics of the work, to acknowledging the emotional response, to the experience of doing the work, to the culture, and how we might be unconsciously creating problems for ourselves and our colleagues.

People are not naturally drawn to these conversations, so we have to find these tools like Circles of Influence to make it easier to talk about this stuff.



HOW TO WORK FROM HOME WELL

Working from home can have an affect on our physical health. Make sure you check your position and posture.

- Keep your eyes about level with the top of the screen
- Screen should be face-on, central, not in direct glare
- Keep forearms level with the desk surface (adjust height of chair if needed)
- Keep arms relaxed - don't grip the mouse
- Your back needs contact with the back of the chair (use a cushion or a towel for support)
- Support your feet on the floor (use a box or a stack of books)



CHECK OUT OUR HOME WORKING HUB

Together with SHP and Barbour EHS, we have put together a home-working hub to provide research, case studies, videos, and resources to enable you and your teams to work in a way that safeguards wellbeing and encourages new ways of working for the future.

visit: www.shponline.co.uk/lone-working/home-working/

HELPING PEOPLE IN DISTRESS

Life has become more difficult for everyone. Coronavirus (COVID-19) has changed everything, and we have all had to adjust to new ways of living and working.

There are some perks to working from home that some of us can enjoy (bye bye commute!), but feeling stress, boredom, anxiety and uncertainty is also completely normal.

It is important to identify and support you or your colleagues with the new pressures that working from home can bring.

Use our *Helping People in Distress when Working at Home* graphic over on the next page to help you!

FIRST AID FOR MENTAL HEALTH TRAINING

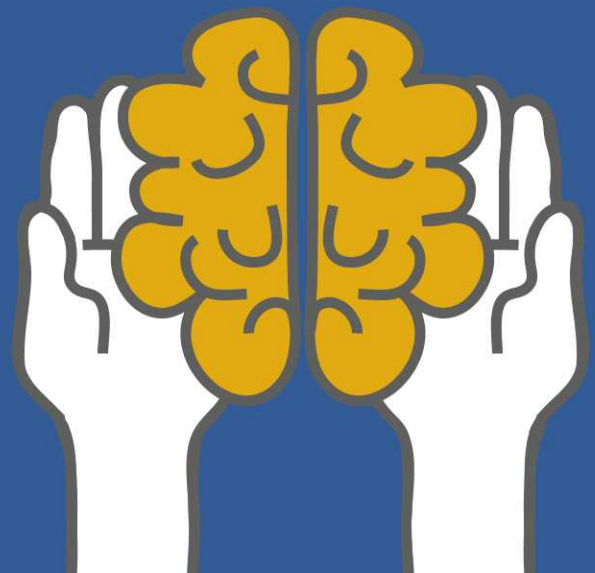
The role of the first aider for mental health is to provide basic mental health support or to be the first response to someone in need, usually in the workplace. The first aider for mental health is not clinically qualified to assess, diagnose or treat mental ill-health but the training will give them tools to listen to individuals who require first response support and to signpost them for further support.

LEARNING OUTCOMES - MENTAL HEALTH AWARENESS

You will learn to understand:

- Mental health and wellbeing
- How mental ill-health affects individuals
- The mental health continuum
- Ways to self-manage your own wellbeing
- How to support mental wellbeing in the workplace
- To promote a mental wellness culture in the workplace

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HELPING PEOPLE IN DISTRESS WHEN WORKING FROM HOME

LOOK OUT FOR

- 1 Do they seem irritable, angry, frustrated, or confused?
- 2 How do they seem on screen?
- 3 Keep an eye on their social media posts
- 4 Do they know when to shut off?
- 5 Have they been visible?
- 6 Are they struggling to produce work?
- 7 Listen out for tone of voice

HOW TO HELP

- React quickly. There is no perfect moment
- Ask twice how they are feeling
- Be open and share your own struggles
- Don't feel awkward about talking, let them know what you have noticed.

LISTEN

Show you understand. Use tools to support you:

- Body language
- Comfortable eye contact
- Use silence
- Be careful of tone of voice
- Summarise your talk in their words

ASK QUESTIONS

1. How is everything going in your situation?
2. How are you balancing home/work life?
3. Do you have a support network in place?

CREATE A PLAN

- Get emergency help quickly if needed
- Co-create a plan WITH them, not FOR them
- Explore appropriate information and help
- Check in with them, but avoid becoming their long term support or a therapist

STRENGTHS UTILISATION AT WORK

One of the critical ways to improve our wellbeing is to make sure that our job uses our strengths and doesn't continually call on us to "improve our weaknesses".

The use of our strengths with some pressure or challenge built into the task is the best way to put us in flow (you might know this as being in the zone) where we are so engrossed in a task that we don't feel time passing. We are really happy in those moments.

Use of our strengths therefore builds happiness and we can cope with more work than when we are asked to work within our weaknesses.

(Remember the stress response system sees a stressor and evaluates whether we can cope with that challenge or not hence those things we are bad at, will activate it more than those things we are good at).

VIA Classification of Character Strengths



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Copyright of VIA Classification of 24 VIA Character Strengths © 2017 Children, Inc. (<https://www.childreninc.org/>).

Modern Positive Psychology looks at how utilising different strengths within the team for a task, can create much stronger outputs combined with happier people. This may be achieved through such things as complementary partnering wherein a team splits tasks so that whoever is best placed to do that, takes it on.

The Greeks believed in a relationship between virtue and strengths. Virtues prompt a person to do good to others because these are innate strengths (like kindness or social intelligence), as opposed to the theory of Kant where people are forced to do good deeds out of duty.

FINDING OUT ABOUT YOUR STRENGTHS IS AN EASY PROCESS.

You can take a test using the Via Strengths profiling tool for free (note the strengths you will identify are very much based on the Greek ideals as opposed to your workplace). For a small fee you can also take a more work-related test at either *Gallup* or *Clifton*.

When you know what our strengths are, then establish where you currently use them at work and perhaps build micro-experiments on how you can use them further.

HEATHER'S STORY

Heather was a director at a large FTSE 250 company running their magazines, events conferences and information services.

50% of her role called for use of some of her signature strengths: creativity, relationship building, writing, speaking and learning. The other 50% called for her weaknesses on detail: budgeting, planning, pricing and floor planning. This, together with the necessary evils of operating within large organisational bureaucratic systems (also detailed work), were a key driver for her to set up her own business.

However, all those detailed things still need doing in any business!

Heather and Tash now use complementary partnering. Tash is good at everything Heather is bad at, and the idea of doing what Heather does fills Tash with fear and dread. This means **Flow** is present almost all day for both of them.



FURTHER REFERENCES

Flow - The Classic Work on How to Achieve Happiness, Mihaly Csikszentmihalyi

Average to A plus, Alex Linley

Now discover your strengths, Gallup

Strengths Finder, Clifton

TRAINING TAILORED TO YOU

Our individual courses are the perfect way to introduce you and your teams to our training.

All of our courses can be delivered face to face but have also been optimised for webinar delivery.

With most of them lasting no more than 90 minutes when delivered online, they are highly interactive and engaging allowing as much experiential training as possible – with exercises to deepen the learning.

Access to the Healthy Work Vault provides short recorded sessions of 20 minutes and homework sheets.

THE BASICS OF SLEEP

Good sleep can transform our wellbeing. This short training explains why and will help address those areas within our control, which can bring us better sleep.

STRESS UNCERTAINTY WORRY

This course offers support with managing short- and long-term stress and some useful ways to relate to uncertainty.

BURNOUT

This course trains delegates to recognise the signs of burnout, to understand the risk factors and to prevent and recover from it.

THRIVING IN THE WORKPLACE THE SCIENCE OF POSITIVE PSYCHOLOGY

This course introduces key concepts to make the workplace happier from Positive Psychology - the science of human thriving.

HEALTHY HABIT BUILDING FOR SUCCESS

Habits are key to our health and wellbeing with our brain creating short-cuts which don't always serve us. Learn how to painlessly create habits for success.

AN INTRODUCTION TO RESILIENCE AND WELLBEING IN THE WORKPLACE

Addressing key protective factors for individuals to take care of their own wellbeing and resilience.

MINDFULNESS FOR BUSY PEOPLE

This course introduces some easy steps to greater mindfulness for busy people.

**VIEW ONLINE:
OUR HWC COURSES**

www.healthyworkcompany.com/all-courses/



We believe in Workplace Wellbeing
Start your health and wellbeing journey with us today



Phone: +44 (0)208 914 7811 - 8am to 6pm Monday to Friday
Email: Natasha@healthy-working.com

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