



Mental Health and Wellbeing Action and Evaluation Plan Example

Wellbeing Goal: *This can be the same as the Vision in the WorkWell Group Terms of Reference*

Plan Timeframe: *Aim to begin activities around the time of accreditation and complete all activities within 12 months for bronze and silver and 24 months for gold*

Rationale

<Workplace> understands that mental wellbeing is a fundamental part of being a healthy and resilient individual, and crucial for a happy and healthy staff and workplace environment.

Results from the mental wellbeing section from the latest staff survey had mixed results. Staff reported high responses to:

- Manage their workload with little stress or no stress (80%)
- Able to maintain a work life balance (70%)

Staff reported low level of support to:

- Receive regular and helpful feedback on their work performance (40%)

The biggest factor affecting staff mental health and wellbeing while at work was reported as:


- Negative or unsupportive relationships at work (50%)
- Lack of communication (40%)

The highest ranked initiatives for ‘new things staff would like to see’ were:

- Training on effective communication (70%)
- Regular and constructive feedback between staff and management (50%)

This 12-month plan intends to focus on the above areas. <Workplace> is committed to promoting positive mental wellbeing for all staff. This plan draws from the WorkWell resource ‘Your Guide to Feedback and Recognition’. Regular and clear communication is a key mechanism for providing feedback and recognition.

Optional: Insert the symbols below into your action plan if they relate to your planned activity. If neither symbol is appropriate, leave blank. For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

The environmental sustainability symbol represents actions in your plan that contribute to improving environmental sustainability of the workplace. 

The cultural mindfulness symbol represents actions in your plan that contribute to improving diversity, equity, and inclusivity in the workplace. 





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Objective: e.g. Increase/decrease in number of staff reporting X behaviours							
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.	Environmental sustainability and Cultural Mindfulness
Organisational Change	Redevelop mental health and wellbeing policy	<ul style="list-style-type: none"> Form mental health and wellbeing sub-group Review current policy with emphasis on including more positive mental wellbeing promotion Draft policy content (use the Mental Wellbeing Checklist for prompt of what the policy should include) Send policy and feedback form to all staff Collate feedback and amend draft Send second version to staff for final feedback Finalise policy; add to standard policy template Launch policy including communication to all staff 					
	Clear communication between levels with the organisation	<ul style="list-style-type: none"> Do a stocktake of communication structures and methods used in our workplace Gather feedback from staff and management on communication structures in the workplace Develop a clear communication structure for our workplace 					



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		<ul style="list-style-type: none"> Work on management being viewed as more approachable and open to two-way communication and feedback 					
	Managers and team leaders to receive training on how to give quality feedback	<ul style="list-style-type: none"> Investigate leadership training on how to give quality feedback (e.g. https://www.employment.govt.nz/workplace-policies/employee-performance/growing-performance/good-communication/giving-and-getting-feedback/) Develop systems to ensure managers and team leaders are given some training 					
	Develop systems for managers to have regular and private meetings with staff	<ul style="list-style-type: none"> Develop a system to record management and leaders are having regular, private meetings with all staff. In consultation with individual staff develop the frequency of meetings/catch up's 					



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Physical Environment	Ensure there is appropriate space for private conversation	<ul style="list-style-type: none"> Identify spaces available for private conversations. If there is not appropriate space for private conversation, got through the appropriate channels to find some spaces Communicate this with those arranging the private meetings. 					



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Individual Change	Provide training to staff on how to provide feedback to co-workers	<ul style="list-style-type: none"> Provide training to staff on the new system on feedback (once developed). 					
Evaluation Strategies: <ul style="list-style-type: none"> Staff survey – increase in staff reporting they received regular feedback and workplace has open communication Staff survey – number of comments relating to workplace support for mental wellbeing Evidence of activities completed							