

# Team Wellbeing Check-ins

This doesn't replace the standard operating procedure(s) within your team.  
This is to be done in conjunction with or alongside what you would normally do.

As we all navigate these challenging times, checking in on our team's wellbeing and resilience is crucial to ensuring our people are being and staying well at work. Below are some suggested approaches you can take to carry out a team check-in session. Bringing your people together in this way is an opportunity to demonstrate support, strengthen the team and encourage healthy wellbeing and resilience practices.

Topic	Suggested Prompts and Questions
<b>General Wellbeing Check-in</b>	Ask the team how they are doing and invite everyone to have a turn to speak. Remind them that feelings of anxiety and worry or concern are entirely normal feelings to be experiencing. Invite people to share a strategy that they are finding helpful.
<b>Reviewing Successes</b>	Invite the group to recall one thing that has gone well in the last shift/ 24 hours. This could be a success or an obstacle they have overcome.  Ask, "What can we learn from these experiences?" and / or "How can we apply these lessons when we encounter new challenges?"
<b>Team Acknowledgement</b>	Invite the group to acknowledge someone in the team. A shout out is an opportunity to praise great work, effort, attitude or support. Be specific, descriptive and describe the impact.
<b>Meaning and Purpose</b>	Invite the team to recall micro moments of meaning – something that has happened to make them feel connected to their "why" or purpose.
<b>Resilience Building Practices</b>	Ask the group to share ways that they are taking care of themselves and demonstrating resilient behaviours. Examples could include: Connecting with others, mindfulness, breaks in nature, taking control (or letting go of the things we can't control), seeing challenging experiences as opportunities to learn and grow.
<b>Offering and Seeking Support</b>	Invite the group to request support: "This is where I need help from you or others".  Invite the group to offer support: "This is how you can best use me..." or "A strength of mine in this situation is..."
<b>Gratitude</b>	Invite the group to contribute one thing they are grateful or thankful for at this point in time.
<b>Extra Services and Support</b>	<b>Remind people of our services and support in place, see below.</b>

## NEED MORE SUPPORT?

If over days and weeks your distress or stress symptoms are escalating, or you feel you are not coping, help and professional support are available. You can talk to your manager, director, professional lead, professional supervisor, team leader or HR lead.

- For health advice call Healthline **0800 611 116**.
- Need to Talk? Text or call **1737** for the National Telephone Counselling Service available 24/7.
- For support with emotional and mental wellbeing, call Lifeline **0800 LIFELINE** or **0800 543 354** or text **4357**.
- To get support for you or your team, call Employee Assistance Programme (EAP) **0800 735 343**.