



## Staff Wellbeing Checks: quick prompts

- ☐ Find a quiet place to talk, free of distractions
- ☐ Use video call rather than telephone if you can
- ☐ Keep the focus on wellbeing
- ☐ Ask if there is anything they would like to discuss
- ☐ Listen and be empathetic
- ☐ Ask open-ended questions (e.g. "How are you feeling?", "What is worrying you?", "How can I support you?")
- ☐ Repeat what they have said to check understanding
- ☐ Reassure them that it is ok not to be ok
- ☐ Enquire sensitively about the wellbeing of family and friends.
- ☐ Focus on what they can control and what can be achieved
- ☐ Ask what they need from you/the organisation
- ☐ Consider practical changes that may make things easier (e.g. workload, work patterns)
- ☐ Signpost to relevant resources and support
- ☐ Follow up by email or text (if appropriate)
- ☐ Seek advice/support if you have immediate concerns

