

Your mental health workplace journey: checklist and associated resources





Checklist and associated resources

Ensuring your team are supported in the best possible way is a continuous process. You might have a mental health and wellbeing strategy in place and ways to regularly monitor its effectiveness, but it doesn't just end there. By getting into a good habit of continuous learning, monitoring and adapting, alongside keeping up to date with the most relevant news and resources available to you, you will be better equipped. To help you with whatever stage of your mental health workplace journey, we've

created a simple checklist below for you to go through, including links to relevant resources and further information.

Please note that this checklist can be carried out in any order, the key is that you regularly review the internal and external resources you have implemented and if they are working or not so you can find out what works best for your organisation and your team.

Do you have	Have you thought about	Support resources to help you	Tick here
Data and insight about your team's mental health.	The ways in which you collect this if the frequency is right?	HSE line management standards , including tools on checking employee wellbeing. Mind's Workplace Wellbeing Index	☒
A form of cover that can provide support for long term absence due to mental ill health?	- Including this benefit in your recruitment? - Reviewing your policy annually to check it's fit for purpose? - Asking employees what benefits they would like to receive?	L&G Group Income Protection	☒
A mental health and wellbeing strategy or plan?	- Have senior employees contributed to this process? If not, how could you get their buy-in? - How do you monitor your plan? How effective is it?	Thriving at Work Report , The Thriving at Work Report details six core standards which could be a useful starting point to focus on.	☒

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Data and insight about productivity, flexible working, mental health hotspots, exit interviews?	Make sure you consider all information available to you to help you understand where you and your team are. Is there data you could collect in future?	Rethink Mental Illness have a range of factsheets on specific topics like Bipolar Disorder and Caring for Yourself.	
Do you have a steering group to help build a 'conscious business'?	- Is it made up of senior management and others from across the business? - Does your group have diversity of thought, such as idea generators, persuaders, communicators?		
KPIs to measure the success of your mental health and wellbeing strategy or plan?	- Absence monitoring and their value. - Referrals such as Employee Assistance Programmes, Occupational Health. - Uptake of other support offered such as training, informal drop-ins. - Changes in productivity.		
Training available for line managers, senior leaders and other employees?	- Mental Health First Aid training. - Awareness raising training with line managers and senior leaders. - Training refreshers – particularly in line with new research and/or resources.	Mind has a range of resources on training courses. Mental Health First Aid England offer training.	

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A positive mental health and wellbeing communications plan?	- Why not create a positive language resource for example; instead of saying 'mental health problem' say 'mental health challenge'? - Think about how you can create a positive environment on mental health, what language resonates with people? What doesn't? - Encourage open conversations and discourage words such as 'I'm fine' being used.	Rethink Mental Illness have a range of factsheets on specific topics like Bipolar Disorder and Caring for Yourself.	
Preventative plans and measures in place?	Being able to read the signs of mental health before treatment needs to be put in place takes experience, training and the right environment – what could you put in place for prevention?	Visit Spark	
Mental health and wellbeing included on every agenda?	Help normalise it by including mental health within team meetings, one-to-one's, appraisals, team huddles.		
Initiatives that try out new tactics to make mental health more of your daily culture?	These can be chosen by employees such as a 'no-emails afternoon,' 'walking meetings,' 'mindfulness drop ins' and 'lunch and learn sessions'.	Change Direction has a range of useful resources. Heads Together offers ideas and programmes to fundraise and tackle mental health.	

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A resource that outlines all the digital apps and guidance available to your employees?	- Think of apps like Head Space and Calm. Could you create a list and keep this up to date to share with employees? - Do employees know who to go to, call, text and so forth if they are in need? Support like crisis text lines like Shout are useful to highlight as a service.	https://giveusashout.org/	✓
Make use of campaigns, awareness weeks and days?	Tying in with public facing campaigns that already exist is a great way to continue to raise awareness, as well as keeping up to date with the industry. Register for email alerts with mental health organisations to stay up to date.	Mental Health Awareness Week Men's Health Week World Mental Health Day Time to Talk Day	✓
Ramp up your communications at key times of the year?	- Do you know what your busiest and most stressful times of the year are? If so, why not try to tailor messaging and support during key times. - Consider key life stage events and what support people might need before, during and after. Such as divorce, parenthood and bereavement.		✓

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Role models from across all levels of the business including senior and board level?	- Why not consider rotating these role models every 1-2 years to keep them fresh? - Use your role models to communicate key messages in their own voice such as engaging with campaigns.	Rethink Mental Illness have a range of factsheets on specific topics like Bipolar Disorder and Caring for Yourself.	✓
External speakers and experts come into your business to share their story?	Having a fresh and new voice from another industry or business can help to invigorate the conversation. Consider those with personal stories and/or experts from across the field.		✓





Introducing Spark

Spark, our digital home for health and wellbeing, is here to support employees and their families, 24/7.

From virtual GP appointments and online physiotherapy to a digital gym and nutritional advice, Spark offers a single access point to a wide range of essential health and wellbeing services. It's simple, fast and always available, putting support directly in employees' hands wherever and whenever they need it. Created exclusively for employees of our Group Protection policyholders, Spark also extends support to their immediate family members.

This ensures more people can get the help they need, when it matters most. With guided online journeys, Spark helps users make informed decisions about their health and wellbeing, all from one smart, seamless platform.

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