



Mental Health in the Workplace

WORKBOOK



This workbook will guide you in developing ideas and strategies to promote mental health and wellbeing in your workplace using the 5 Essentials from the U.S Surgeon Generals (2022) Framework for Workplace Mental Health and Wellbeing. The following essentials provide you with a starting point and framework for sparking ideas around how you can promote mental health and well-being in your organization.

Essential #1 Protection from Harm

Feeling safe and secure is a basic human need, in life and especially in the workplace. Organizations can promote mental health and wellbeing by ensuring employees feel both physically and psychologically safe.

Thinking of your staff and organization, what dangers or hazards either internally or externally are present that could threaten the physical safety of your team? Do common injuries or threats occur? Have you heard staff express concerns related to their safety?

Psychological safety refers to the belief that one will not be punished or humiliated for speaking up, sharing ideas, or making mistakes in the workplace. It also includes safety from bias, discrimination, and harassment.

Thinking about your staff and organization, what threats to psychological safety arise in your workplace? Have you noticed issues between staff members? Issues between staff and clients? Do staff members feel comfortable and able to report on these issues and know who to go to?

Plan

What are your ideas for promoting physical safety and/or psychological safety for your staff? What could be promoted, improved, or provided to make them feel safer at work? What can you do personally to put this plan into action? If you are unsure, what could you do to learn more about the safety needs of your team?



Essential #2 Connection and Community

Humans have an innate need for social support and connection; therefore, it is crucial for organizations to create cultures of inclusion and belonging.

Reflecting on your sense of connection and belonging, how connected do you feel to your team, staff, and organization? How satisfied are you with your level of connection at work? Do you feel included in key decisions or changes made within the organization? Are there opportunities for you to make and develop connections outside of work?

Plan

What are your ideas for supporting connection and community for your staff? What could be promoted, improved, or provided to make them feel more connected to one another? What could you do personally to support this need? If you are unsure, what could you do to learn more about the connection and community needs of your team?

Essential #3 Work Life Harmony

Flexibility and autonomy support people in managing work and non-work demands. They help to decrease stress, promote retention and productivity.

Reflect on the amount of flexibility and autonomy you and your staff members receive. Are you satisfied with the amount of flexibility and autonomy you have? Do you model and promote healthy work-life balance? Are staff comfortable expressing their needs or asking for time off? Do you recognize areas of micromanagement within your team?

Plan

How can you support greater flexibility and autonomy within your team? In what ways could you give workers more control over how, when, or where work is done? What could be promoted, improved, or provided to increase flexibility and decrease stress related to work-life balance? What would you need to do to put this plan into action? If you are unsure, what could you do to learn more about the work life balance need of your employees?



Essential #4 Mattering at Work

People want to know they matter at work, and to those around them. Being respected and valued are basic human needs that require attending to in the workplace. Thinking of yourself, your staff, and your organization, how often do you feel appreciated for your work? How well does your team recognize and reward each other? In what ways is respect demonstrated among staff, teams, and the organization?

Experiencing a sense of purpose or significance is another human need that makes people feel like the work they do matters. Thinking of yourself, your staff, and your organization, do you feel like your work has purpose and meaning? How can you tell? Are staff aware of the impact they have, or how their work contributes to the company's mission? How much impact does your team's feedback and ideas have on the company?

Plan

How can you support your colleagues in feeling more valued? In what ways could you help staff to see the work they do matters? What could be promoted, improved, or implemented to help staff feel more significant, respected, or appreciated? What will you need to do to put this plan into action? If you are unsure, what could you do to learn more about your staff member's needs?

Essential #5 Opportunity for Growth

Humans have a natural desire to learn, grow, and better themselves which is why supporting opportunities for growth in the workplace is so important for mental health and wellbeing.

Thinking about your organization, are there opportunities for professional development or training within your company? What about mentorship or networking opportunities? Are they accessible? Is your staff aware of these opportunities? Are there areas of the business or industry that you or individual team members would like to learn more about?



Plan

How can you support greater opportunity for growth in your organization. In what ways could you promote growth for members of your team? What would you need to do personally to put this plan into action? If you are unsure, what could you do to learn more about the growth and development needs of your staff? How can you support them and their growth within their work?