

Wellbeing Action Plan (WAP) for young people in the workplace



Wellbeing Action Plan

We hope you find this booklet useful. It is a personalised, practical tool that you can use to promote your wellbeing, whether or not you experience mental illness. It is inspired by Mary Ellen Copeland's Wellness Recovery Action Plan®, an evidenced based system used worldwide by people to manage their mental health.

This Wellbeing Action Plan is designed to help you manage your mental health and promote wellbeing at work. It can be used within the workplace as a tool you share with your manager, or something you keep for your own reference.

Let's start by thinking what we mean by wellbeing.

The concept of wellbeing comprises of two elements:

Feeling good

Feelings of happiness, contentment, enjoyment, curiosity and engagement are characteristics of someone who has a positive experience of their life.

Functioning well

Experiencing positive relationships, having some control over your life, and having a sense of purpose are all important attributes of wellbeing.

Work can be important for wellbeing as it provides an opportunity for social connections and meaningful activity as well as a sense of purpose, which can help create feelings of self-worth and satisfaction.

Before we look in more detail at the relationship between our wellbeing and our workplace, first reflect on what it means to you to 'feel good and function well' – and the opposite. What does it feel and look like when your wellbeing is an 8-10/10 (thriving) and what does it feel and look like at 2-0/10 (struggling).

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Thriving

Feels like: (eg relaxed, enthusiastic)

Looks like: (eg focused and able to concentrate, co-operative)

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Struggling

Feels like: (eg distracted, physically unwell, extremely fatigued)

Looks like: (eg snappy, dismissive, withdrawing)

Wellbeing Action Plan template

Now we have our 'points of reference' for good and poor wellbeing, we can think about things that promote or protect our wellbeing, those things that help us gain or maintain good/improved wellbeing scores, and things that may put it at risk, making us more likely to struggle.

Plan some time to fill in your Wellbeing Action Plan. Remember that mental health is unique to each person. What works for a colleague or your manager may not work for you. If you are struggling to think about individual strategies or supports to put in place, there are some tips and tools in the final section.

Part 1 – wellbeing

1. What do you do to stay well at work?

For example, taking regular breaks, connecting with colleagues, being able to switch off at the end of the working day, getting enough sleep. Also record things you find helpful to avoid.

2. What can your manager do to help you stay well at work?

Part 2 – stress and struggling

3. Are there any particular stressors at work that negatively impact your wellbeing?

4. How does the experience of stress impact on your work?

5. What would colleagues notice as warning signs of struggling, burn out or mental ill health?

Part 3 – support strategies

6. What support do you need from your manager when you are struggling, experiencing burn out or mental ill health?

7. What other support can you reach out to?

	Support Person's Name	Service/Relationship	Contact Details	I give permission for my line manager to contact this person if I am unwell (yes/no)	Notes
Example		Samaritans helpline	116123	No	Remind me to call the helpline

8. What actions can you take if you feel like you are struggling/burnt out/unwell?

Manager's signature:

Employee signature:

Date: Review date: