



MANAGERS' CHECKLIST:

PROMOTING MENTAL HEALTH AND WELL-BEING AT WORK



Monitor workplace factors such as:

Workload: Assess if the workload is evenly distributed and manageable for team members.

Job Control: Ensure team members have appropriate control over their tasks and responsibilities. Ensure staff have the tools they need to complete their work.

Work-Life Balance: Regularly check in with your team to ensure they have a healthy work-life balance. Model work life balance as a manager.

Workplace Relationships: Promote positive relationships among team members and address any interpersonal conflicts early.

Flexible Work Arrangements: Offer flexibility in work hours and locations to accommodate individual needs. Focus on outputs rather than office presence.

Support mental health and well-being initiatives:

Implement Well-being Initiatives: Introduce programs such as stress management workshops, mindfulness sessions, or regular physical activity opportunities.

Promote Healthy Work Habits:

Encourage regular breaks, healthy eating, and physical activity during the workday.

Ensure Access to Support Services: Make sure your team is aware of and has access to available psychosocial support services.

Encourage and enable learning:

Mental Health Literacy Training: Ensure all team members, including yourself, participate in mental health awareness and literacy programs.

Manager-Specific Training: Participate in training programs that equip you with the skills to identify, understand, and manage mental health issues in your team. **The Lead and Learn Program** is an excellent place to start.

Foster a stigma-free environment:

Promote Open Communication: Encourage team members to discuss mental health openly without fear of judgment or repercussions.

Lead by Example: Share your own experiences with stress and how you manage it, demonstrating that it's okay to seek help.

Engage in Stigma Reduction Activities: Organize or participate in events and activities aimed at reducing mental health stigma in the workplace.

Create a supportive work environment:

Check-In Regularly: Schedule regular one-on-one meetings to discuss workload, stress levels, and overall well-being with your team members.

Provide Recognition and Feedback: Recognize achievements and provide constructive feedback to boost morale and engagement.

Encourage Peer Support: Facilitate team-building activities and encourage a culture of mutual support among team members.



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Monitor and evaluate progress:

Use the Mental Health Scorecard in the **UN System Mental Health and Well-being strategy for 2024 and beyond** document: Regularly evaluate the team's mental health and well-being using the provided scorecard metrics.

Solicit Feedback: Regularly ask for feedback from team members on the mental health initiatives and make adjustments as needed.

Report on Progress: Document and report on the effectiveness of the mental health and well-being strategies within your team.

Seek input from your Wellness team: Consult with the Wellness team in your organization for ideas and support regarding activities. Refer colleagues to services in your agency for support when needed.

Demonstrate leadership commitment:

Advocate for Mental Health: Actively advocate for mental health and well-being in your organization.

Secure Resources: Work to ensure that your team has the resources needed to maintain a mentally healthy work environment.

Set a Positive Example: Model healthy behaviors and attitudes toward mental health and well-being in your daily interactions.

RESOURCES:



The UN System Mental Health and Well-being Strategy for 2024 and beyond:

<https://www.un.org/en/healthy-workforce/strategy>

<https://www.un.org/en/healthy-workforce/resources> (strategy and supporting documents)

The Lead and Learn Program and other resources:

<https://www.un.org/en/healthy-workforce/resources>