

Manager's Checklist for Promoting Mental Health and Well-being in the Workplace

Workplace Factors to Monitor

- [] Evaluate Workload: Assess if the workload is evenly distributed and manageable for team members.
- [] Assess Job Control: Ensure team members have appropriate control over their tasks and responsibilities. Ensure staff have the tools they need to complete their work.
- [] Monitor 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.
- [] Review Workplace Relationships: Promote positive relationships among team members and address any interpersonal conflicts early.
- [] Introduce Flexible Work Arrangements: Offer flexibility in work hours and locations to accommodate individual needs. Focus on outputs rather than office presence.

Mental Health Training and Education

- [] 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 within 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.

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.

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.

Monitor and Evaluate Progress

☐ **Use the Mental Health Scorecard** found in the [MHS 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.