

## Workplace Support Plan

A workplace support plan reminds us what we need to do to stay well at work and can be used by our line manager and/or colleagues to support us. It also helps to raise awareness of our own working style, stress triggers and responses and helps to communicate these to others.

The information in this form will be held confidentially and ideally will be regularly reviewed with your manager or support partner. You only need to provide information that you are comfortable sharing and that relates to your role and the workplace. This is your document and won't be shared without your permission, unless your manager feels that you are experiencing a crisis and are at risk of harm to yourself or others.

1. **What helps you stay mentally well at work?** (E.g. taking your full lunch break away from your workspace, having an opportunity to talk to colleagues).

2. **What can your manager or buddy do to proactively support you to stay mentally well at work?** (E.g. regular catch-ups, flexible working patterns?)

3. **What situations at work can trigger poor mental health for you?** (E.g. conflict with colleagues, tight deadlines, change?)

4. **How does your poor mental health impact on your work?** (e.g. can't concentrate properly, drowsiness, difficulty making decisions.)

5. **What are the early warning signs that others might notice when you are starting to experience poor mental health?** (e.g. withdrawing from colleagues, making mistakes).

**6. What support could be put in place to minimise triggers or help you to manage the impact?**

**7. Are there elements of your individual working style or temperament that it is worth your manager or buddy being aware of?** (e.g. do you prefer more face to face or more phone, email contact? Do you need time to reflect before meetings? Do you prefer a detailed brief for work or a more high-level overview?)

8. **If we notice early warning signs, what should we do?** (e.g. talk to you discreetly, contact someone that you have asked to be contacted?)

9. **What steps can you take if you start to experience poor mental health at work? Is there anything we need to do to facilitate them?**

**10. Is there anything else you would like to share?**

<b>Employee name &amp; signature</b>  <b>Date</b>	
<b>Line Manager or buddy name &amp; signature</b>  <b>Date</b>	
<b>Date to be reviewed</b>	