**Appendix – Wellness Action Plan**

MIND has developed a framework to assist people to manage their mental health and wellbeing at work. A Wellness Action Plan (WAP) can help people to support their mental health by reflecting on the causes of poor mental health and by taking ownership of practical steps to address them. It also helps to open dialogue about mental health between employees and their managers leading to an improved understanding of needs and experiences, which potentially results in the provision of better support.

A WAP can be completed at any time. They are optional and employees should only provide information that they are comfortable sharing. They can be particularly helpful during any period of sickness absence or phased return to work process where the employee has been off work due to a mental health problem. They provide a structured framework for conversations around what support might help them and help them stay well.

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| 1. **How does your mental health problem affect you? How might your symptoms affect your work?** | |
| 1. **Are there any situations at work that can trigger poor mental health for you and early warning signs that we might notice?** | |
| 1. **What support or adjustments could we put in place to minimise triggers or support you to manage your symptoms at work? Is there anything we should try to avoid doing?** | |
| 1. **If your health deteriorates, or we feel we have noticed early warning signs of distress, what should we do? Should we talk to you discreetly or contact someone else?** *Please include contact names and numbers for scenarios when your health changes in a minor way and you are still able to get into work.* | |
| 1. **What steps can you take? Is there anything we can do to facilitate them?** | |
| **Employee Name and Date** |  |
| **Manager Name and Date** |  |