

Activate Wellbeing Toolkit



Estimated time: 50 minutes

3 ACTION PLANNING - OPERATIONS

This action planning activity will help your department, faculty, or unit identify potential actions.

- A** As a group, review the topic statements below and consider whether each is true for your faculty, department, or unit. Circle those that do not feel true.
1. Workplace wellbeing and mental health inform faculty, department, or unit internal practices, processes, and procedures that shape our work culture and expectations.
 2. We continue to address identified challenges in our current context in order to improve faculty and staff's wellbeing and mental health.
 3. We regularly and routinely model wellbeing practices within our faculty, department, or unit.
 4. We seek to advance inclusion, equity, decolonization, indigenization, and sustainability when implementing wellbeing efforts.
 5. We regularly provide progress updates on wellbeing efforts within our faculty, department, or unit. We pivot when needed.
 6. We regularly check-in on wellbeing.
 7. Wellbeing considerations inform all decision-making.
- B** Choose one or two of the topic statements that you circled where there is group interest to discuss further and take action.
- C** For the 1-2 topic statements that you selected, consider the examples of supportive actions provided on the next pages. Mark the example actions that may be useful for your unit with a checkmark.
- D** For the 1-2 topic statements that you selected, identify additional actions appropriate to your context. You will prioritize actions later. Be creative and don't worry about feasibility yet.
- E** Once your unit has identified several actions to explore, go back to the Activate Wellbeing Toolkit webpage wellbeing.ubc.ca/AWT (or the slide deck) and click on step 4 for the prioritization and planning activity.

IDENTIFYING POSSIBLE ACTIONS - OPERATIONS

1. Workplace wellbeing and mental health inform faculty, department, or unit internal practices, processes, and procedures that shape our work culture and expectations.

Possible Action: Include wellbeing competencies and psychological demands in job postings.

Possible Action: Include wellbeing as a topic of conversation in meetings between staff and faculty and who they directly report to.

Possible Action: Include wellbeing and mental health themes in ongoing meetings, internal communication, and ongoing professional development efforts.

Possible Action: Conduct a Health Equity Impact Assessment (HEIA) on a practice, program, or procedure: camh.ca/en/professionals/professionals--projects/heia

Other Actions:

2. We continue to address identified challenges in our current context in order to improve faculty and staff's wellbeing and mental health.

Possible Action: Based on current wellbeing challenges, use the iceberg model (see the Additional Tools slide deck) to discuss the root causes and how to take action.

Possible Action: Choose an existing wellbeing practice or initiative and build on it.

Other Actions:

3. We regularly and routinely model wellbeing practices within our faculty, department, or unit.

Possible actions: regularly model wellbeing (e.g. department movement breaks or meditations, shared lunch and socializing, respecting scheduled work hours).

Possible actions: the unit manages workload and workload expectations in a way that respects wellbeing.

Possible action: sign on to the Wellbeing Break Initiative and commit to providing a 2-5 minute wellbeing break for every hour of instruction or meetings. wellbeing.ubc.ca/wellbeingbreak

Other Actions:

IDENTIFYING POSSIBLE ACTIONS - OPERATIONS

4. We seek to advance inclusion, equity, decolonization, indigenization, and sustainability when implementing wellbeing efforts.

Possible Action: Use the multisolving flower to inform our wellbeing efforts (see the Additional Tools slide deck).

Other Actions:

5. We regularly provide progress updates on wellbeing efforts within our faculty, department, or unit. We pivot when needed.

Possible Actions: Identify key wellbeing milestones that have been reached.

Possible Actions: Share progress updates with the faculty and staff in the faculty, department, or unit, including roadblocks and accomplishments. Unstick sticky points by identifying ways to address roadblocks as a group.

Other Actions:

6. We regularly check-in on wellbeing.

Possible Actions: Include regular wellbeing and mental health check-ins in recurring meetings. Use activities from Not Myself Today. hr.ubc.ca/health-and-wellbeing/mental-health/not-myself-today

Other Actions:

7. Wellbeing considerations inform all decision-making.

Possible Actions: Use Intentional EDI Decision Making Tool equity.ubc.ca/resources/activating-inclusion-toolkit or a Health Equity Impact Assessment (HEIA) camh.ca/en/professionals/professionals--projects/heia to inform decision-making.

Possible Actions: Use the multisolving flower to inform our wellbeing efforts (see the Additional Tools slide deck).

Other Actions: