

How well do I understand mental health in the workplace?

Pre-Evaluation

The following evaluation has been developed to measure your thoughts, feelings and behaviours related to managing mental health issues in your team.

This survey is aimed at helping you understand how capable you are at meeting your duties to manage work-related risks to the mental health and wellbeing of your people, and how confident you are harnessing opportunities to ensure your people can thrive at work. It offers an opportunity for you to reflect on your current approaches, in order to identify gaps and opportunities.

Please complete this evaluation prior to utilising this guide and again following completion.

For each of the questions below please rate your response based on the following scale:

1 = Not at all
5 = Somewhat/sometimes
10 = Absolutely

1. I am comfortable addressing mental health issues in the workplace.

1 2 3 4 5 6 7 8 9 10

2. I have the skills and strategies I need to approach a distressed employee.

1 2 3 4 5 6 7 8 9 10

3. I feel I can facilitate mutually agreed upon approaches when dealing with people and problems at work.

1 2 3 4 5 6 7 8 9 10

4. I believe that individuals with mental health issues are difficult to manage and work with.

1 2 3 4 5 6 7 8 9 10

5. I am aware of the signs and symptoms of mental health issues for individuals in the workplace.

1 2 3 4 5 6 7 8 9 10

6. I know how to reasonably accommodate an employee experiencing emotional distress or a mental health issue at work.

1 2 3 4 5 6 7 8 9 10

7. I understand the legal requirements for reasonably accommodating an employee who has a mental health-related disability.

1 2 3 4 5 6 7 8 9 10

8. I feel confident addressing performance issues with an employee I suspect may be dealing with a mental health-related issue.

1 2 3 4 5 6 7 8 9 10

9. I am skillful in resolving conflict between co-workers so that both employees are satisfied with the outcome.

1 2 3 4 5 6 7 8 9 10

10. I know the steps to take to assist an employee to return to work after a period of absence due to a mental health issue.

1 2 3 4 5 6 7 8 9 10



1. Recognise

You may notice a shift in their behaviour:

Physical signs: looking more dishevelled than usual.

Behavioural signs: loss of appetite, tardiness.

Mood signs: irritability or feeling lack lustre.

Thought signs: catastrophising or overly negative thoughts.

It's important that once you have noticed these early warning signs you RESPOND, REFER & RECONNECT.

Don't watch and wait.



2. Respond

- Take the person to a safe place i.e. private room. If you are on the phone, encourage them to remain on the phone with you.
- Talk in a calm supportive way.
- Ask if the person is having any suicidal thoughts.
- By asking, you will not put the idea in their head. You are showing the other person that you are concerned, that you take them seriously, and that it is OK for them to share.



3. Refer

- Reflect back the key points to acknowledge you have understood.
- Ask them to confirm what support they have in place already (GP, psychologist)
- Ask them what you can do support them.
- It is important to have the employee agree to seek help, either by calling their treating doctor or CARE (EAP).



4. Reconnect

- Check in immediately post event and then periodically. This will support recovery.

Changes in behaviour

If you notice any change in behaviour or performance of a team member always follow the four steps to the left and consider whether it is due to a mental health issue.

The types of changes in behaviour could include some of the following:

- change in routines, not taking lunch, coming in late to work
- talking about unusual/disturbing thoughts
- reporting or demonstrating symptoms associated with ill mental health
- lowered concentration and performance
- reduced motivation
- increased absenteeism
- social withdrawal or isolation
- decreased personal care
- use of drugs (illegal and/or legal) or alcohol
- reduced activity and energy
- high levels of irritability or aggression

If you see changes like these, and you feel you can talk to person don't be afraid to ask if things are OK. They might want to talk – or they might not – but just letting someone know that you've noticed and that you care can make an enormous difference.



Dying



Surviving



Thriving



0

Anxious
Depressed
Angry
Ashamed

5

Worried
Defensive
Irritated
Stressed

10

Optimistic
Resourceful
Energetic
Grateful

MoodoMeter Chart

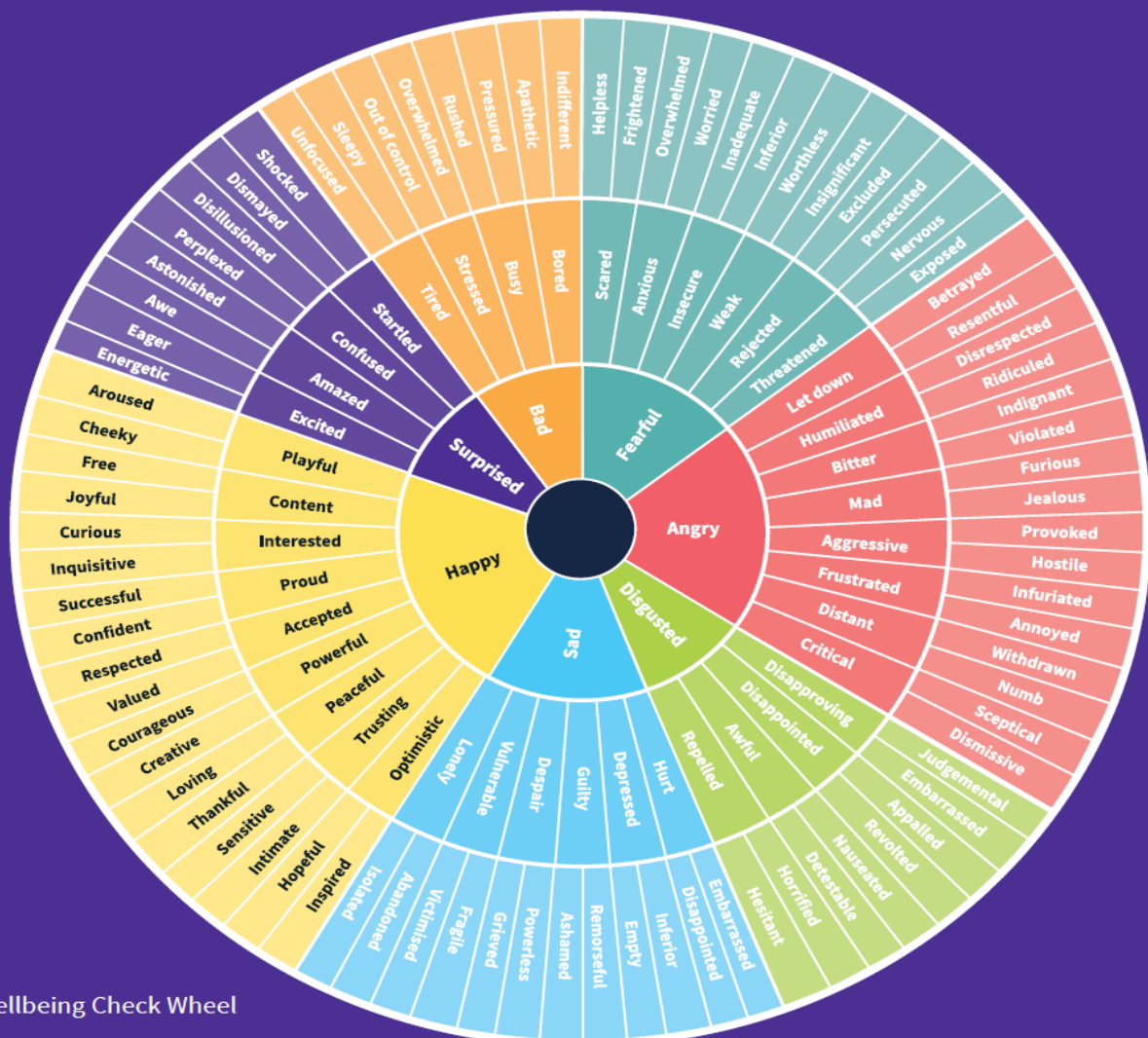
MoodoMeter Chart

Inspired by Dr Fischer, the MoodoMeter chart enables teams to manage their mental health by providing a basis for which they can manage and master their moods. When we are able to do so, we are better equipped to face important issues, we are better employees, better partners, better parents, and better friends. Therefore, before each meeting have your team members complete this self-assessment, record the result on a piece of paper and submit anonymously in a bowl or envelope. If the team are geographically dispersed, please use the IAG sponsored and free survey application 'Microsoft Office Forms', to create a platform by which the team can submit how they are feeling anonymously.

If we're leading a team the benefits of the Green Zone is compelling. Employees in the Green Zone (Harvard Business Review research), are 31% more productive, sell 37% more, and 300% more creative.

There is also twice the level of trust in a Green Zone tribe. This is a very relevant for any team going through volatility, uncertainty, complexity, and ambiguity.

But the beauty of the MoodoMeter is knowing that our team members state isn't permanent. What's important, is knowing that they know what to do to lift their mood when "my life sucks". For further information please [watch this video](#).



Wellbeing Check Wheel

Wellbeing Checks

Checking-in is an intentional practice for a team or individual to open a meeting or session. Each participant shares what (mindset) they are bringing to the table before the work conversation starts. A mindset check-in is about the status of your mind, not that of the project. Checking-in increases self-awareness and brings clarity about where everyone mentally stands. Participants share whatever is on their minds and connect to the now and here. It intentionally reminds team members that health comes before work.

Online resources

There are a number of online applications, programs and tools. These tools are evidenced based and supported by research data.

1. ReachOut Breathe

(Free – iOS)

When you're feeling anxious or stressed, taking a few moments to focus on your breath can help to calm down your mind and body. By slowing down your heart rate, you can reduce the physical symptoms of anxiety, like shortness of breath and a feeling of tightness in the chest. This interactive app by ReachOut uses simple visuals to guide you through some slow, deep breaths.

2. Black Dog Snapshot

(Free – iOS & Android)

The Black Dog Institute has created an app to help you monitor your mood and wellness, so you can increase your awareness of your feelings, recognise patterns, and identify issues that you might want to work on. Snapshot gives you an overview of your mental wellbeing over time, tracking your general happiness, mood and anxiety levels, as

well as work stress, sleep, social support and alcohol intake. It also provides feedback based on Australian population norms for your age and gender.

3. ReachOut Worry Time

(Free – iOS, Android)

Telling yourself to stop worrying rarely works – it's very difficult to just forget about something that's causing you anxiety, stress or sadness. But if you tell your mind you have permission to worry later, for a set period of time, you can take some control over those upsetting thoughts, so they cause less disruption throughout the rest of the day.

When a worrying thought pops up, record it on the app, then go back to your day knowing you can return to it later. This is also a helpful way to track what you're worrying about, so you can notice patterns and try to address recurring themes.

4. Smiling Minds

(Free – iOS & Android)

Mindfulness meditation can be a valuable tool for improving your mental wellbeing. Research has shown that regular mindfulness practice can help you feel calmer and more positive, as well as giving you more energy, clarity and focus. Smiling Mind guides you through simple meditation exercises to get you started on your mindfulness journey.

5. MindShift

(Free – iOS & Android)

If you struggle with anxiety, perfectionism, worry, social anxiety, performance anxiety or panic, learning to think differently about your anxiety can help you cope more effectively. MindShift is designed to help you relax, develop more helpful thinking styles, and take active steps to give you more control over your stress and worry.

6. Mood Meter

(Free – iOS & Android)

The first step to boosting your mood is understanding your mood – and that means recognising your patterns, and what situations or events might trigger different feelings. Mood Meter is an easy way to keep track of how you are feeling, with colourful charts for measuring your mood, and space to record your thoughts and feelings.

7. The Check-in

(Free – iOS & Android)

Beyondblue created this app to help people help each other. It's not easy to start conversations with friends or family who you think might be struggling – or to know how to help once you do talk about it. The Check-in app guides you through how to approach the topic of mental health, questions you could ask, how to respond and what you could do to best offer support.