

## Prompts for a wellbeing conversation:

### Be prepared:

Familiarise yourself with the resources and support available before starting the conversation to avoid unnecessary delays.

### Choose the right time and place:

Think about when and where the conversation will take place. If working remotely, consider the challenges of finding a private moment. Ask your team member when it's convenient for them to ensure the conversation is uninterrupted.

### Ask open-ended questions:

Encourage discussion by asking questions like, "How can we work together to support your wellbeing?" Open-ended questions help the conversation flow naturally.

### Practice active listening:

Avoid interrupting and allow pauses so the person can reflect and gather their thoughts.

### Stay open and non-judgmental:

Everyone's circumstances and emotions are different. Be mindful that people may face unique challenges, like working from home, caregiving responsibilities, or childminding.

### Collaborate when possible:

Aim to find solutions together and remember there are other colleagues or resources available to help if needed.

### Summarise the conversation:

Clearly outline any agreed actions to ensure both sides understand. This can be done through email or by using tools like the Wellbeing Review template.

### Follow up regularly:

Schedule consistent one-on-one check-ins and team meetings to ensure everyone feels supported and stays connected.

## Open questions to ask during a wellbeing conversation:



How are you feeling?

What's going well for you right now? What challenges are you facing?

- Have you experienced any health issues recently?
- Are you a caregiver for a child, elderly person, or someone else?
- Have you recently experienced a loss or bereavement?
- Are you worried about financial stability?

What is your biggest concern at the moment?  
What do you need to address this concern?

Who supports you at work and outside of work?  
Would additional support help? If so, what kind of support do you think would be most beneficial?

Are you okay? If not, have you reached out to someone for help? (mention available resources like team members, staff groups, Employee Assistance Program, Occupational Health, and LLR Talking Therapies)  
What do you usually do to take care of yourself? Have you been able to keep up with those activities?

Are you getting enough sleep?  
Are you taking regular breaks?  
Are you eating well and staying hydrated?

Finally, ask again: Are you *sure* you're okay?

