

# Activate Wellbeing Toolkit



Estimated time: 15 minutes

## **1** TEAM STRENGTHS & ASSETS BRAINSTORM ACTIVITY

---

*This quick brainstorming activity will help you identify strengths and assets to build on during this session. Consider using a white board or a co-editing platform like jamboard depending on whether the session is in person or online.*

---

**A** As a team, identify what your department or unit is currently doing well to incorporate wellbeing into strategic planning, priority initiatives, and systems and structures more broadly.

See page 2 for some examples.

**B** When your team is ready to move on, proceed to Step 2 - Unit Assessment (see AWT webpage [wellbeing.ubc.ca/awt](https://wellbeing.ubc.ca/awt) or the slide deck)

# EXAMPLES OF POLICIES, PRACTICES, AND PROGRAMS THAT MAY BE STRENGTHS OR ASSETS FOR FACULTY AND/OR STAFF WELLBEING

## **Awareness and knowledge**

- We seek out and learn from our Workplace Experience Survey (WES) results and other sources of information that serve our community, e.g., Canadian Campus Wellbeing Survey (CCWS).
- We plan learning opportunities, such as microaggression and anti-racism training, or building mental health and resilience literacy.
- We actively participate in campaigns and programs that raise awareness on wellbeing topics, such as Thrive or Workplace Wellbeing Ambassadors.
- We have guidelines for orienting and onboarding staff and faculty that include ways to inform them of mental health and wellbeing information and resources.
- Most staff and faculty are familiar with the Okanagan Charter and UBC's Wellbeing Strategic Framework.

## **Strategy and planning**

- We have a structured approach to ensure that mental health and wellbeing is considered in the review or development of any new policy or initiative.
- Our leadership's change management strategies support staff and faculty wellbeing (e.g., seeking input, clear communication).
- Our department or unit's vision and annual plans identify wellbeing as a guiding principle or focus area.
- We assess and consider the impact of new policies and procedures on staff and faculty wellbeing.
- We allocate funds to promote wellbeing in our unit's budget.

## **Operations**

- Our team welcomes new ideas and collaboratively problem solves .
- We have policies and procedures in place for when staff or faculty disclose a mental health concern.
- We make time to share stories as a way to relate to one another.
- Colleagues consistently recognize and amplify each others' successes.
- The team ensures accessibility needs are accommodated (meeting length, font size, use of zoom chat / video or not).
- Our gatherings minimize environmental impact (choosing environmentally friendly food choices, minimizing waste).
- Leadership role models wellbeing practices (walking meetings; taking vacation; no after hour emails/communications).
- We have developed equitable and transparent workload guidelines.

## **Evaluation and reflection**

- Our team takes time (monthly, annually, etc.) to pause and reflect on our work and wellbeing.
- We share our wellbeing successes with others.