

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 team wellbeing.
7. Wellbeing considerations inform all decision-making.

B Choose one or two of the topic statements that you circled where there is team 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, brainstorm 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 into job descriptions.

Possible Action: Include wellbeing as a topic of conversation in annual review processes.

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

Possible Action: Conduct a Healthy Equity Impact Assessment (HEIA) on a practice, program, or procedure: health.gov.on.ca/en/pro/programs/heia/

Brainstormed 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.

Brainstormed Actions:

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

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

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

Brainstormed 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).

Brainstormed 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 brainstorming ways to address roadblocks as a team.

Brainstormed Actions:

6. We regularly check-in on team wellbeing.

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

Brainstormed 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) health.gov.on.ca/en/pro/programs/heia/ to inform decision-making.

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

Brainstormed Actions: