

# Activate Wellbeing Toolkit



Estimated time: 50 minutes

## 3 ACTION PLANNING - STRATEGY & PLANNING

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

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**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. Wellbeing considerations inform HOW we conduct our strategic planning process (e.g., we consider mental health impacts of the planning process itself)
2. Our approach for improving wellbeing and mental health in our unit is data/evidence informed. We have metrics identified to evaluate the success of our efforts.
3. We have designated resources to support and maintain our efforts to enhance wellbeing and mental health.
4. We have identified challenges that need to be addressed to improve workplace wellbeing and mental health in our faculty, department, or unit.
5. If we have them, wellbeing and mental health are included in our unit's strategic plans and operational frameworks, e.g., in our mission, vision, and goals.
6. In our project planning, we consider how our faculty, department, or unit's efforts support and align with the Wellbeing Strategic Framework, Indigenous Strategic Plan (ISP), Inclusion Action Plan (IAP), Climate plans, and Focus on People goals.
7. We have a plan for sustaining our wellbeing efforts that impact our faculty and staff. We have identified structures to embed accountability and regularly check-in on our efforts to maintain and enhance faculty and staff wellbeing and mental health.

**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](https://wellbeing.ubc.ca/AWT) (or the slide deck) and click on step 4 for the **prioritization and planning** activity.

## IDENTIFYING POSSIBLE ACTIONS - **STRATEGY & PLANNING**

### 1. Wellbeing considerations inform HOW we conduct our strategic planning process (e.g., we consider mental health impacts of the planning process itself)

Possible Action: Consider unintended positive and negative health impacts of undertaking the planning process (e.g., workload constraints, creating space for social connection through the process, added work burden for equity-deserving staff / faculty)

Possible Action: Ensure diverse perspectives are included in processes (e.g., the viewpoints and ideas of equity-deserving students, staff, faculty).

Brainstormed Actions:

### 2. Our approach for improving wellbeing and mental health in our unit is data/evidence informed. We have metrics identified to evaluate the success of our efforts.

Possible Action: Review the unit's Workplace Experiences Survey (WES) results.

Possible Action: Create or update a plan for wellbeing, based on the unit-assessment and learnings.

Possible Action: Once you have chosen an action on which to focus, choose metrics to evaluate if wellbeing efforts have been successful.

Brainstormed Actions:

### 3. We have designated resources to support and maintain our efforts to enhance wellbeing and mental health.

Possible Action: Meet with the unit leader to discuss UBC's priority on wellbeing and invite them to consider wellbeing efforts in their budgeting.

Possible Action: Invite leadership to give staff and faculty time in their work week to participate in wellbeing and mental health efforts (eg. committees, trainings, initiatives)

Possible Action: Explore funding opportunities, such as the Healthy Workplace Initiatives Program, Indigenous Strategic Initiatives Fund, Equity Enhancement Funds and UBC Wellbeing Strategic Initiative Funds

Brainstormed Actions:

## IDENTIFYING POSSIBLE ACTIONS - STRATEGY & PLANNING

4. We have identified challenges that need to be addressed to improve workplace wellbeing and mental health in our faculty, department, or unit.

- Possible Action: Based on identified wellbeing challenges, use the iceberg model (see the Additional Tools slide deck) to discuss and identify the root causes. Choose one root cause to address in the planning process.

Brainstormed Actions:

5. If we have them, wellbeing and/or mental health are included in our unit's strategic plans and operational frameworks and/or our mission, vision, and goals.

Possible Action: Review unit's mission, goals, vision, and/or values or unit level strategic documents for opportunity to integrate wellbeing considerations

Brainstormed Actions:

6. In our project planning, we consider how our faculty, department, or unit's efforts support and align with the Wellbeing Strategic Framework, Indigenous Strategic Plan (ISP), Inclusion Action Plan (IAP), Climate plans, and Focus on People goals.

Possible Action: Use the multisolving flower tool (see the Additional Tools slide deck) to integrate and amplify other People and Place plan priorities.

Possible Action: Book a time for the unit to work through the ISP Implementation Toolkit and /or the Equity and Inclusion Office's Activating Inclusion toolkit.

Brainstormed Actions:

7. We have a plan for sustaining our wellbeing efforts that impact our faculty and staff. We have identified structures to embed accountability and regularly check-in on our efforts to maintain and enhance faculty and staff wellbeing and mental health.

Possible Action: Choose an identified wellbeing effort to build on (e.g., Not Myself Today campaign, faculty and staff professional development <https://hr.ubc.ca/health-and-wellbeing/mental-health/not-myself-today>).

Possible Actions: Strengthen your plan by identifying a lead and a timeline for each action.

Possible Action: Identify opportunities to include wellbeing and mental health themes into existing practices and processes (such as ongoing meetings, professional development efforts, annual review processes)

Brainstormed Actions: