



Workplace Wellbeing Toolkit

Conversation Guide (est. 1 hour)

At UBC, we recognize the foundational importance of wellbeing to our success as individuals, as a university, and as a community. Wellbeing is a collaborative effort, and this tool is designed to support groups to work together to identify actions that will enhance wellbeing in their workplace.

Use this template as a one-hour focused conversation guide with your colleagues to support action planning. For a more in-depth unit assessment and action planning process, see the Activate Workplace Wellbeing Planning Process at www.wellbeing.ubc.ca/awt

<p>Where are we now? (10-12 minutes)</p> <ol style="list-style-type: none"> 1. How do our policies, practices, and culture currently promote wellbeing? 2. What do we see as the top area to improve? 3. What additional information might we need? 4. What data do we have? 	
<p>What could we do? (20 minutes)</p> <ol style="list-style-type: none"> 5. What are our workplace wellbeing strengths and how could we build on them? 6. If we could move the dial in one workplace wellbeing area by next year, what would it be? 7. How could we strengthen our wellbeing actions to also accelerate Indigenous human rights, anti-racism, and inclusion? 	
<p>What will we do? (10 minutes)</p> <ol style="list-style-type: none"> 8. What 1-3 specific workplace wellbeing actions will we take? 9. What is a realistic timeline? 	
<p>What does success look like? (10 minutes)</p> <ol style="list-style-type: none"> 10. How will we demonstrate our progress on these workplace wellbeing actions? 11. How will we determine the impact of our actions? 12. When will we revisit our actions? 	



In Summary

Our commitment / plan of action:

Next Steps	Lead	Completion Date
Book time with the group to check-in on progress		

Need help? For a free consultation, please visit www.wellbeing.ubc.ca/awt and submit a request via Qualtrics.