

INDIVIDUAL WELLBEING PLAN GUIDELINES

WHAT IS AN INDIVIDUAL WELLBEING PLAN

An Individual Wellbeing Plan (IWP) is a personalised plan that is designed to enhance and optimise an individual's overall health and wellbeing. Tailoring specific wellness goals to the unique needs and circumstances of each person, an IWP encompasses various domains of wellbeing, including physical, mental, emotional, spiritual, cultural and social aspects. This plan is a roadmap for individuals to identify their goals, aspirations, and potential challenges, while also outlining strategies and actions to promote positive wellbeing outcomes. It may encompass lifestyle changes, therapeutic interventions, and support measures, providing a comprehensive framework for self-improvement and sustained wellbeing. Typically developed collaboratively with the individual and relevant workplace supervisor, an IWP considers the individual's strengths, resources, and any existing limitations regarding health & wellbeing. Regular reviews and updates ensure that the plan remains dynamic and responsive to evolving needs, fostering a holistic and person-centered approach to health and wellbeing so the individual can thrive at home and at work.

WHY IS AN INDIVIDUAL WELLBEING PLAN IMPORTANT

Implementing a comprehensive IWP is of paramount importance in any organization as it not only reflects the person's and organization's commitment to the health and wellness, but it is mutually beneficial to both parties in achieving a collaborative approach to workforce wellness. An IWP is crucial to workforce wellness as it serves as a proactive and personalized roadmap for individuals to navigate their journey towards optimal health and happiness. The sector is fast-paced, challenging and stressful at times, so having a structured plan allows individuals to be proactive by identifying and prioritizing their physical, mental, and emotional needs. It provides a tangible framework for setting and achieving realistic goals, fostering a sense of purpose and direction in life. The process of creating an IWP encourages self-reflection, strengths identification, exploration of challenges, and connection to values and belief systems. Moreover, a wellbeing plan can act as a preventive tool, addressing potential health issues before they escalate and empowers individuals to take an active role in enhancing their overall quality of life.

CRITICAL REFLECTION PROMPTS

Reflecting on these questions can provide people valuable insights into individual well-being within the workplace and help guide actions to enhance overall satisfaction and fulfillment. These can be done individually, but ideally with a supportive supervisor.

<i>How would you describe your current workload and its impact on your work-life balance? Can anything change?</i>	<i>Are there specific tasks or projects that consistently contribute to stress, and how can they be managed more effectively?</i>
<i>Are there skills or knowledge areas you would like to further develop for both personal satisfaction and career progression?</i>	<i>Are there workplace challenges that, if addressed, could improve your overall workplace satisfaction? What ideas do you have?</i>
<i>How do you manage physical wellbeing during the workday, such as breaks, nutrition, and exercise?</i>	<i>Are there workplace initiatives that could better support your physical health?</i>
<i>How do you cope with stress and maintain mental well-being in the workplace?</i>	<i>Are there improvements or adjustments that could enhance your workspace?</i>
<i>Are there aspects of your job that create a sense of purpose and meaning for you?</i>	<i>Are there boundaries or adjustments that could improve your overall work-life integration and satisfaction?</i>

WELLNESS LEVELS CHECK

Recognising what we think, feel and do related to our mental wellness is so important and empowering. Below are some guidelines to consider for each level of wellness:

POSITIVE MENTAL WELLNESS: What people may notice, think and feel

Positive approach: having a positive outlook, communicating well with others, proactive and open communication, expressing needs/ideas/concerns in a productive way.

Connection and collaboration: actively engaging in collaboration with others, fostering a sense of teamwork and mutual respect/support within the workplace.

Self-Care Activities: positive stress management behaviors, such as seeking help when needed, debriefing, accessing supervision, taking breaks, utilizing stress reduction techniques, listening to music, mindfulness, wind down rituals.

Healthy Work-Life Boundaries: ability to maintain healthy boundaries between work and personal life, ability to switch off at the end of the day, taking regular and appropriate breaks, not taking work home etc.

Regular Physical Activity: regular physical activity, exercise programs, or other wellness programs that promote physical wellbeing.

Positive Problem-Solving: approaching challenges with a solution-focused mindset, focusing on problem-solving rather than dwelling on difficulties.

Engagement with Well-being Programs: Participating in workplace well-being programs and initiatives, such as workshops, seminars, or wellness challenges.

DECLINING MENTAL WELLNESS: What people may notice, think and feel

Increased Irritability: individuals may exhibit heightened irritability, becoming easily frustrated or agitated over minor issues.

Change in Sleep Patterns: Stress often disrupts sleep, leading to insomnia or changes in sleeping patterns, such as difficulty falling asleep or staying asleep.

Physical Tension: Stress can manifest physically, resulting in muscle tension, headaches, or other physical discomfort.

Decreased Concentration: Stress can impair cognitive function, leading to difficulties in concentration, memory, and decision-making.

Changes in Eating Habits: Some people respond to stress by overeating, while others may lose their appetite, leading to changes in eating habits.

Withdrawal and Isolation: Stressed individuals may withdraw from social interactions, isolating themselves from friends, family, or colleagues.

Procrastination: Stress can contribute to a sense of overwhelm, leading individuals to procrastinate or avoid tasks they find challenging.

Increased Restlessness: Restlessness and an inability to relax are common signs of stress, as the mind remains preoccupied with worries.

Mood Changes: individuals can experience sudden shifts between sadness, anxiety, anger, feeling overwhelmed, low mood.

Negative thinking: Self-criticism, catastrophising, pessimistic, focus on challenges rather than achievements, racing mind, difficulty concentrating.

Decreased Enjoyment in Activities: Stressed individuals may lose interest in activities they once enjoyed, finding it difficult to experience pleasure or relaxation.

CONCERNING MENTAL WELLNESS: What people may notice, think and feel

Frequent Absenteeism at work: Consistent and unexplained absences, increased sick days, leaving early frequently, repetitive running late to work.

Decline in Work Performance: A noticeable and sustained decline in work performance, such as not achieving set tasks, missed deadlines, decreased productivity, increased errors, or avoiding work tasks.

Increased Agitation or Irritability: Heightened levels of agitation, irritability, or conflicts with colleagues that are unusual for the individual.

Social Withdrawal: Avoidance of social interactions, team activities, or workplace events that is unusual for the individual.

Neglect of Personal Appearance: Observable decline in personal grooming or appearance standards and ability to engage in self-care.

Expressions of Hopelessness or Suicide Ideations: Verbalizing feelings of hopelessness, despair, or a lack of motivation, as well as verbalising suicide ideations or threats to harm self.

Maladaptive Coping Strategies: excessive drinking, drug taking, excessive use of prescription medications, self-injurious behaviours.

WHAT TO INCLUDE IN YOUR WELLBEING PLAN

Inclusions of domain areas and ideas for actions/tasks:

<i>Emotional Wellbeing</i>	<i>Managing stress, good sleep hygiene, staying on top of work, seeking therapy</i>
<i>Intellectual Wellbeing</i>	<i>Staying curious, learning new things, reading, group activities, engaging in professional development</i>
<i>Physical Wellbeing</i>	<i>Regular exercise, balanced nutrition, preventative medical care</i>
<i>Connection Wellbeing</i>	<i>Positive social network, attending social events, staying connected</i>
<i>Environmental Wellbeing</i>	<i>Caring for surroundings, avoiding clutter, recycling and volunteering for environmental initiatives</i>
<i>Spiritual Wellbeing</i>	<i>Connecting with land, connecting with culture, seeking guidance from kin, values mapping</i>
<i>Professional Wellbeing</i>	<i>Having career goals, engaging in professional development, seeking supervision, strategies for managing workload</i>

WHAT RESOURCES ARE HELPFUL

Links to 24/7 Support Services:

[Lifeline](#) 13 11 14

[Suicide Call Back Service](#) 1300 659 467

[Beyond Blue](#) 1300 22 46 36

[MensLine Australia](#) 1300 78 99 78

[Kids Helpline](#) 1800 55 1800

[1800 Respect](#) 1800 737 732

[13 YARN](#) - 13 92 76 - for Aboriginal and Torres Strait Islander people

Additional Support Services:

[Queensland Health](#) 13 HEALTH (13 43 25 84)

[Alcohol and Drug Information Service](#) 1800 177 833

[Counselling online](#) (drug and alcohol) 1800 888 236

[Quitline](#) 13 78 48

[SANE Australia](#) 1800 18 7263

[headspace](#) 1800 650 890

[youthbeyondblue](#) 1300 22 46 36

[Veterans Support Service](#) 1800 011 046

[PANDA](#) (perinatal anxiety and depression) 1300 726 306

[Butterfly Foundation](#) (eating disorders) 1800 334673

[Eating Disorders Queensland](#) (07) 3844 6055

[QLife](#) (LGBTI) 1800 184 527

[Griefline](#) 1300 845 745

[Grow Australia](#) (support through peer groups) 1800 558 268

WHAT TO DO IF YOU ARE WORRIED ABOUT SOMEONE :

When choosing what action to take, consider the following:

Immediate Support: If you are supporting someone and you are concerned for their immediate safety, please contact emergency services on 000 or 112. Alternatively, you can contact Mental Health Call (Qld) on 1300 MH CALL (1300 642 255) – this is a confidential mental health telephone triage service that provides the first point of contact to public mental health services to Queenslanders. In the workplace, it is important to upline any situations of this nature to your direct line supervisor.

Ongoing Support: If you are concerned about someone and they are not at immediate risk, please refer to your organisations internal policies for supporting staff in the workplace and seek consultation/guidance from your Senior Management and/or Human Resources department.

SUPPORT GUIDELINES IN THE WORKPLACE

When considering our roles in the workplace and how to best support people who are having difficulties with their mental health, people need to really consider their role and approach to others at their time of need. Responding to a staff member who has declining or concerning mental wellness, it requires empathy, support, and understanding. Below are some key guidelines to consider and implement:

Express Concern and Empathy: Approach the person privately and express genuine concern for their well-being. Use empathetic language, such as "I've noticed you seem to be struggling, and I'm here to support you."

Listen Actively: Allow the person to share their feelings without interruption. Listen attentively and avoid making assumptions or judgments.

Validate Their Feelings: Acknowledge their emotions and validate their experience without downplaying or dismissing their feelings.

Respect Privacy: Respect the person's privacy and only discuss their situation with those who have a need to know, following any confidentiality policies in place.

Refer to Resources: Provide information on available mental health resources, such as Employee Assistance Programs (EAPs), counseling services, or support groups.

Follow Up: A key support person in the workplace to regularly check in on the person's well-being. Discuss any progress, changes in their situation, or adjustments needed to better support them.

Involve HR: If necessary, involve the human resources department to ensure compliance with workplace policies and explore available support services/programs.

Remember, every individual is unique, and responses should be tailored to the specific situation. A compassionate and supportive approach can significantly contribute to a person's well-being and their ability to manage and recover from mental health challenges.

LINKS TO OTHER POLICIES AND FORMS