
Wellbeing Conversation

A guide to support wellbeing conversations with colleagues or to use in one-to-one meetings and annual reviews.

At UoA, wellbeing means

“being comfortable, happy and healthy, in all areas of life: at home, and at work and everywhere else.”

Our entire community has a role to play in supporting and maintaining positive wellbeing - both individually and as a collective.

Talking about wellbeing can help normalise topics such as mental health and ensures staff are aware of the tools and resources they can use to enhance their overall wellbeing and embed the pillars of the wellbeing strategy into their working life.

Having wellbeing conversations can be challenging for some people - we all have different reference points and different levels of comfort discussing wellbeing topics. This guide aims to provide you with some ideas and tools to have person centred wellbeing conversations with colleagues and members of your team.

Holistic Approach to Wellbeing



Supportive Environment

Informed Community



Empowering Community

Healthy Lifestyle



Positive Culture

Things to think about when having a wellbeing conversation

— Look for a safe space and ensure you schedule more time than required

Ensure confidentiality

Take an open mindset into the conversation

See the whole person, and build trust

Communicate regularly, as a manager, with your team to maintain rapport

Humanise the conversation and let them open up in their own time

Actively listen, using both verbal and nonverbal communication

Talk about other support options, familiarise yourself with the staff z-card and employee wellbeing webpages and training course

Starting the Conversation

Gain an understanding of what wellbeing means to the individual, think about this holistically – physical and mental wellbeing.

Ask if they are OK, then ask again. Using active listening skills can help encourage openness and honesty.

How are
you today?



Topics to Consider

These are some topics that may be appropriate to discuss in your relationship with the individual.

-  **Support**
You may want to ask what support the individual has. This is a good opportunity to talk about the support services available at the university and highlight anything that they may be unaware of.
-  **Training**
If you are a manager, consider are there any training needs that may support the individual, for example managing conflict?
-  **Prioritising wellbeing**
Talk about ways you prioritise your wellbeing, this can help to encourage colleagues to feel more comfortable focusing on their own wellbeing. If you're a manager, spend some time talking about work-life balance, how do they currently manage that, is there anything you could do to support them to have a healthier work-life balance?
-  **Workload**
If you're a manager you have a key role in monitoring team workload, enabling, supporting and empowering members of your team to develop strategies and techniques to manage workload. Encourage and be open to feedback.

Having these discussions should be an integral part of one-to-one meetings. Consider encouraging to use some of the workload tools on the Workload management web pages.
-  **Healthy lifestyle**
Do you ensure you and your team are taking regular breaks throughout the day, including a lunch break? Have a discussion about ways to incorporate healthy habits into your working day. Are you taking regular breaks? Making use of annual leave?
-  **Community**
Be aware of the various events, activities, and networks that staff can get involved with at the university to support their wellbeing.

There are a number of resources to support your conversation. Visit the Wellbeing webpage for more information.

