



Employee Wellbeing: Simple, Everyday Actions

This guide helps managers and team leaders create a culture of connection and support.

Connection & Communication

1

Regular "How Are You?" Check-Ins

Have a genuine 1–1 chat weekly or fortnightly.

2

Team Huddles

5–10 mins to share wins, challenges, and wellbeing concerns.

3

Anonymous Pulse Surveys

Quick ways for quieter voices to be heard.

4

Open Door Policy

Make it clear that staff can come forward without fear.



Safe Space Creation



Confidential Conversations

Assure privacy and respect.

Active, Non-Judgemental Listening

Let them talk, don't rush to fix.

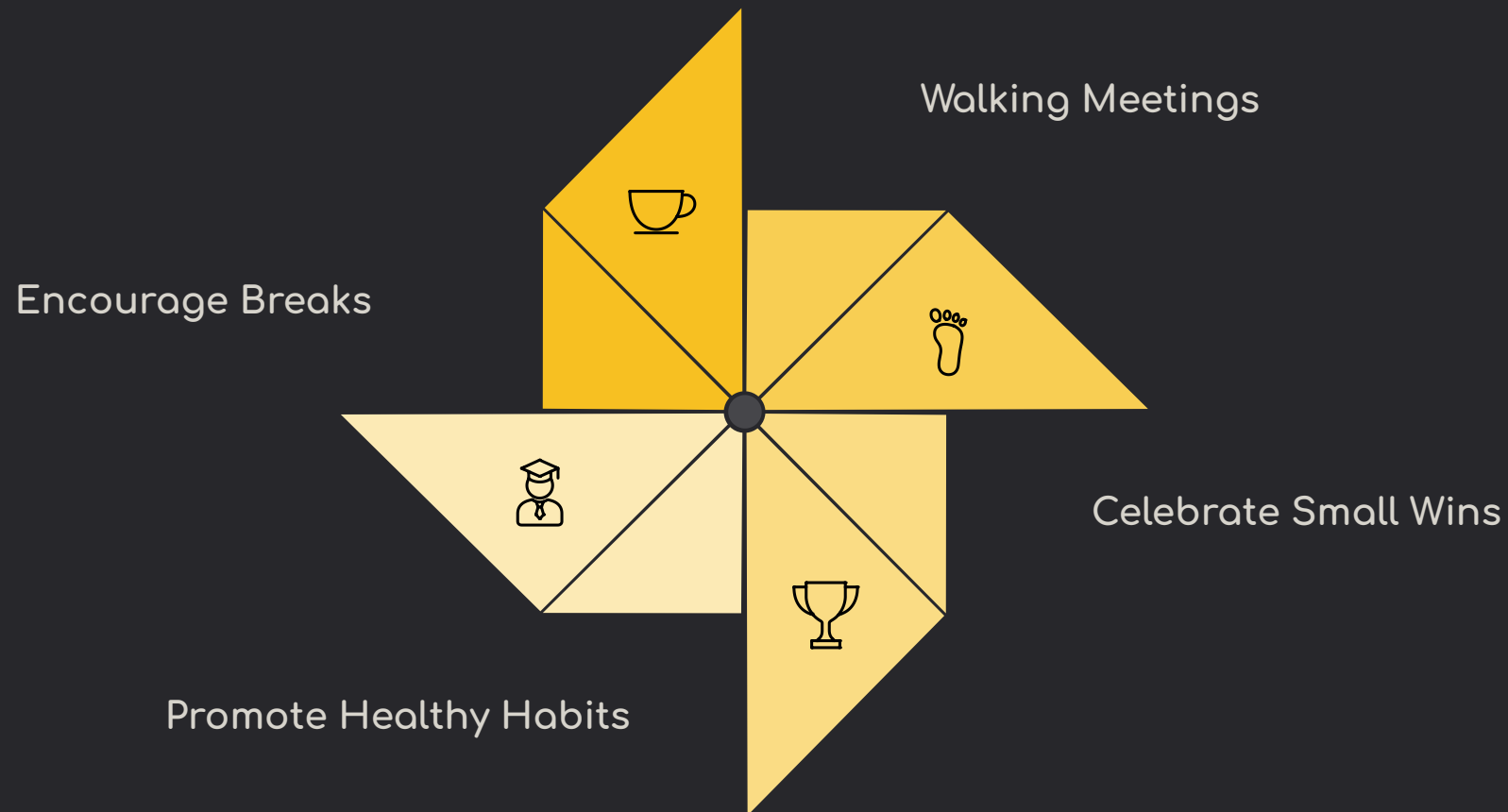
Wellbeing Champions

Trained peers available for support.

Quiet Zones

A space to pause, reflect, and reset.

Everyday Wellbeing Boosters



- Encourage Breaks – Step away, hydrate, stretch.
- Walking Meetings – Combine connection with movement.
- Celebrate Small Wins – Recognise effort regularly.
- Promote Healthy Habits – Share quick tips for sleep, nutrition, and movement.

Inclusive Culture



Leaders Model Behaviour

Show you value wellbeing too.



Respect Boundaries

No after-hours emails unless urgent.



Acknowledge Different Needs

One size doesn't fit all.

Consistency & Follow-Through



Track Trends

Look for patterns in team mood.



Act on Feedback

Show their voice leads to real change.



Make Check-Ins a Habit

Don't wait for a crisis to ask how they are.

 **Tip:** The most powerful thing you can do is ask, listen, and respond. Safe spaces and regular conversations build trust and engagement.



The Power of Regular Check-Ins

1

Schedule

Set regular 1-1 meetings weekly or fortnightly

2

Prepare

Have genuine "How are you?" questions ready

3

Listen

Practice active, non-judgmental listening

4

Respond

Follow through on concerns raised

Regular check-ins build trust and allow you to address wellbeing concerns before they become major issues.

Creating Effective Team Huddles

What Makes a Great Team Huddle?

- Brief (5-10 minutes)
- Regular schedule
- Everyone gets a voice
- Focus on wins and challenges
- Space for wellbeing concerns



Team huddles create regular touchpoints for connection and communication, allowing team members to share both professional updates and wellbeing concerns in a supportive environment.

Wellbeing Champions Program



Training

Equip selected team members with mental health first aid and active listening skills



Peer Support

Create a network of trained peers available for confidential conversations

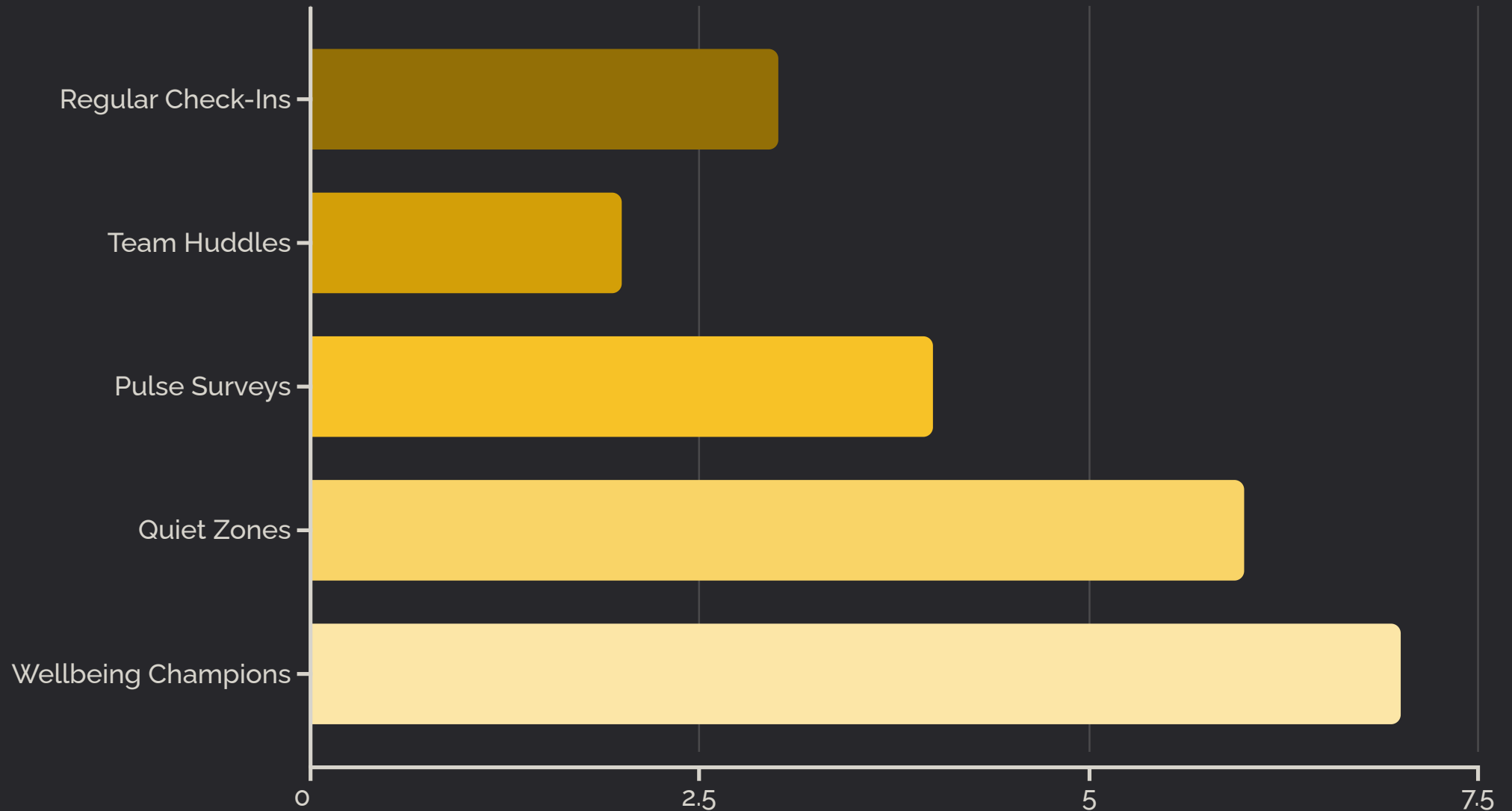


Resources

Provide champions with wellbeing resources to share with colleagues

Wellbeing Champions serve as an additional layer of support, making it easier for team members to access help when they need it.

Implementation Checklist



Start with the simplest initiatives that can make an immediate impact. Remember that consistency is key - **small, regular actions create a culture of wellbeing** more effectively than occasional grand gestures.

The most powerful thing you can do is ask, listen, and respond. Safe spaces and regular conversations build trust and engagement.