

# Wellness Matters

Leadership skills to nurture mental health & well-being

Our role as leaders is to support our team members - and that includes their mental health and well-being. It's important that we build awareness about mental health, model healthy behaviors and create a safe space for conversations. **Let's do our part to make it OK.**

**Scenario:** *Lately, one of my team members hasn't seemed quite like themselves. I'm not sure what's going on and I know my role as a leader is to support my team, including being aware of their mental health and well-being. I want to establish a safe space for my associates where we create awareness about mental wellness and model healthy behaviors, but I'm not sure how to do that.*



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## What you might do:

**Be a role model.** See Leader Foundations for Supporting Well-Being (pg. 2).

**Check in.** Leverage one on one meetings for initial wellness discussions.

**Connect** on behavior that may not be usual.

**Lead** discussions focused on life outside of work.

**Listen.** Take what someone says seriously and don't interrupt.

**Show** that you're listening by repeating back what you heard.

**Encourage action.** Show team members where they can find resources.

**Share** courses or apps focused on wellness.

**Put** a reminder in your calendar to check back in on previous conversations.

**Show** genuine care and concern for each person's well-being.

## What you might say:

- I'm going to take a walk during this call - feel free to do the same.
- I've attended (e.g., ADP Wellness Activity) and learned (example). I really recommend it.
- How are you doing? What have you been up to outside of work?
- You don't seem yourself today. Is everything OK?
- Are you able to find time in your daily routine for some breaks?
- What would be most helpful to you right now?
- I'm open to sharing my experience with you if or when it might be helpful.
- What do you need to feel supported?
- It's OK to...(fill in the blank for specific situation) (e.g., It's OK not to be on camera today).
- I encourage you to see how our Employee Assistance Program (EAP) can help. I'll send you the information.
- Let's talk about some of the resources we have available.
- I've been thinking about you and want to know how things are going since we last chatted.
- What do you loath at work, and how can I help you make some positive changes?
- Is there anything I can do?

# Leader Foundations for Supporting Well-Being

## Invest in your own wellness and model healthy behaviors

### Lead by example

- Model healthy behaviors to inspire others to follow your lead.
- Prioritize self-care and boundaries.

### Share your practices

- How do you invest in your own well-being?
- Be transparent about your challenges.

## Raise awareness and signal the importance of mental wellness

### Build relationships

- Be authentic and transparent.
- Really listen. Encourage questions and concerns.
- Show patience and understanding.

### Be perceptive

- You know your people best - check in if something seems off.

### Build the culture

- Foster a safe space for conversations.

## Leverage tools and resources

### Increase your awareness

- Become familiar with available tools and resources. Refer associates where possible.

### Be cautious

- Redirect conversations to professionals when needed.

## Leadership priority: *always listen*

Live our values and inspire your team to do the same.

Be self-aware. Know and appreciate the strengths of your team.

Hire the best talent. Give your team attention; coach and develop them.

Create an inclusive workplace with purpose and trust.

Build relationships that contribute to the broader community.



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