

## **The Holistic Appraisal: Building wellbeing into staff objectives at work**

### **Background – why wellbeing in Appraisal?**

Building wellbeing for staff into every day practices is not a one sizes fits all approach. Creating opportunity for wellbeing reflection, access to support and education and resources are all key to enable staff to feel well supported around their wellbeing at work.

We are encouraging staff to start these conversations and find out what staff need though the appraisal process.

Building wellbeing into staff objectives promotes a structured and ongoing approach to wellbeing which can inform one to ones and sit as a standard item on team meetings throughout the year.

This approach to supporting individuals to identify wellbeing needs naturally begins to impact on wider wellbeing across a department, and longer term, has potential to embed a positive culture around wellbeing where staff feel their wellbeing is high on the agenda.

### **How could this work?**

Wellbeing is an abstract concept and for some staff they may not have stopped to think about what wellbeing looks like for them and how they could improve it.

A simple way to support staff to explore this is through a Wellness Action Planning tool or WAP, available from MIND, for workplace, hybrid and remote workers. These tools can help staff understand what might support or hinder wellbeing at work and help them to consider what they can practically do about it.

Staff can complete a Wellness Action Plan in preparation for their appraisal and then managers use these guided questions as part of the appraisal process to aid the conversation.

## Wellbeing Appraisal questions

- 1) Have you completed a wellness action plan, if not would you like to?
- 2) What wellbeing goals are you working on or would like to?
- 3) Are there any training opportunities or activities around wellbeing you would like to take part in over the next 12 months?
- 4) What three things help your wellbeing at work?
- 5) What opportunities do you have to share these with your team?
- 6) How could your team build on these opportunities to continue to develop a supportive culture around wellbeing for all?
- 7) Any actions to take forward over the next 12 months linked to these discussions today?

## Guidance documents for managers

[mind-wellness-action-plan-linemanagers.pdf](#)

[Talking about mental health and dealing with disclosure | Bupa UK](#)

## Resources for Staff

Wellness Action Plan- hybrid work [mind-wellness-action-plan-hybrid-work.pdf](#)

Wellness Action Plan-remote [mind-wellness-action-plan-remote-work.pdf](#)