




# Wellbeing Toolkit

Guide. Empower. Engage.  
[cloresocialleadership.org.uk](https://cloresocialleadership.org.uk)

Created by Clore Social Emerging Leaders 2020 participants

This toolkit aims to help leaders break down the wellbeing challenges facing themselves and their teams and quickly find high quality resources to inspire and assist them. These resources can be used individually, or put together to form the basis of a full or half-day team wellbeing session.






Key:  Exercise  Food for thought  Conversation starter








## Resources

Timings: Each resource is between 5-30 minutes, except where it states that it is a longer read.






### Wellbeing for Leaders

-  [Video: Leading through crisis](#)
-  [Video: Understanding your emotions](#)
-  [Blog: Surviving after your surge-capacity is depleted](#)
-  [Podcast: Moving from surge-capacity to resilience](#)
-  [Video: Developing resilience](#)






### Wellbeing for Team Members

-  [Video: Stress response in the general population and those already in adversity](#)
-  [Video: Psychiatrist discusses burnout](#)
-  [Video: Preventing burnout](#)
-  [Reflective exercise: The Stress Bucket](#)
-  [Survey: Burnout Self-Test](#)






### Team Development and Communication

-  [Team exercises: Warm-ups and energisers](#)
-  [Blog: Creating space for conversations](#)
-  [Blog: Learning from experience](#)
-  [Team exercise: Cross-departmental interaction and collaboration](#)
-  [Blog: Creating common goals in a team](#)








### Work/Life Balance and Remote Working

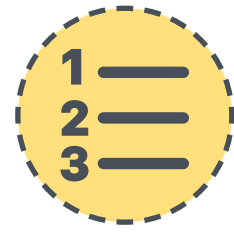
-  [Blog: Tips for leading virtual meetings](#)
-  [Blog: Tips for home working](#)
-  [Video: Remote working - creating boundaries and rituals](#)
-  [Guide: Working successfully through stressful times \(longer read\)](#)
-  [Blog: Taking breaks and productivity](#)

### Embedding Wellbeing into Organisational Culture

-  [Guide: Choosing an employee assistance programme \(longer read\)](#)
-  [Report: Why mental health at work matters \(longer read\)](#)
-  [Blog: Getting buy-in for wellbeing initiatives](#)
-  [Blog: Creating psychological safety in the workplace](#)
-  [Reading: Mental health continuum and creating a happy workplace](#)

### Self-Guided Wellbeing Tools








-  [Guide: Wellness action plans \(longer read\)](#)
-  [Quiz: Create a tailored mind plan \(longer read\)](#)
-  [Blog: Ideas for improving wellbeing \(longer read\)](#)
-  [Podcast: Self-compassion with reflective exercise](#)
-  [App: Positive daily affirmations   
 Apple version - Android version](#)
-  [Guide: Coping with work during stressful times \(longer read\)](#)
-  [Reading: Job burnout: how to spot it and take action](#)













## Model sessions

Rough timings include some discussion time with conversation starters. Feel free to add in more time.

### Shorter session: 1 hour

 <b>Intro</b>	2 mins
 <a href="#">Tool: Stress Continuum model</a>	2 mins
 <a href="#">Video: Psychiatrist discusses burnout</a>	10 mins
 <a href="#">Survey: Burnout self-test</a>	10 mins
 <a href="#">Video: Preventing burnout</a>	5 mins
 <a href="#">Reflective exercise: The Stress Bucket</a>	10 mins
 <a href="#">Video: Developing resilience</a>	16 mins
<b>Wrap up, including services signposting</b>	2 mins

### Longer session: about 3 hours

<b>Intro</b>	2 mins
 <a href="#">Team exercises: Warm-ups and energisers</a>	10-15 mins
 <a href="#">Video: Stress response</a>	20-25 mins
 <a href="#">Tool: Stress Continuum model</a>	2 mins
 <a href="#">Video: Psychiatrist discusses burnout</a>	10-15 mins
 <a href="#">Survey: Burnout Self-Test</a>	10 mins
<b>Break</b>	15-20 mins
 <a href="#">Video: Remote working - creating boundaries and rituals</a>	10-15 mins
 <a href="#">Video: Preventing burnout</a>	10-15 mins
 <a href="#">Blog: Learning from experience</a>	10-15 mins
 <a href="#">Reflective exercise: The Stress Bucket</a>	15 mins
 <a href="#">Video: Developing resilience</a>	20-25 mins
<b>Wrap up, including services signposting</b>	2 mins



## Things to consider when delivering a group wellbeing session

It's useful to open the conversation by agreeing ground rules and explaining that you are aiming to create a safe space; ask people to agree that nobody will be expected to disclose their own experiences, feelings or opinions if they don't want to, and anything shared by members of the group will be kept confidential and not shared beyond the 'room'.

However, if anyone says anything that makes you concerned for their safety or wellbeing you may wish to offer them further support via your organisation or the support services listed at the bottom of the toolkit.

Wellbeing discussions can bring up powerful emotions for some people. Try to allow for short breaks throughout the session and do let everyone know that they are welcome to take a moment away from the group if they need some time out.

If delivering a virtual session, it can be beneficial to ask all participants to keep their cameras switched on, where possible, as this will allow everyone to engage in group discussions more effectively and will allow you as a facilitator to get a sense of how the participants are responding to the content.

### \* Facilitator tip

Different people will engage in activities in different ways. Wherever possible, try to include a range of types of resource - video, group discussions, direct questions, surveys - and allow space for independent reflection.

### \* Facilitator tip

Icebreakers can be a great tool for enabling people to relax at the start of a session or between activities. Try to keep them short, light and inclusive.

### \* Facilitator tip

To adapt a 'food for thought' to a group exercise, think of one open question that might stimulate conversation, for example:

- How did that make you feel?
- How might you use this to support yourself or someone else?
- Do you have any suggestions for using these ideas in daily life?



## Signposting to available services for additional support

Please note that this resource is intended to assist in wellbeing awareness, and is not a substitute for mental health support. If you have any concerns about your own or an employee's mental health, organisations you can contact include:

### Samaritans

☎ 116 123 - Free 24-hour helpline  
Provides confidential, non-judgemental emotional support for people experiencing feelings of distress or despair, including those that could lead to suicide. You can phone, email or write a letter.

### Mind

☎ 0300 123 3393 - Mon-Fri, 9am-6pm  
Mind provides confidential mental health information services.

### SaneLine

☎ 0300 304 7000 - Daily, 4:30pm-10:30pm  
Saneline is a national mental health helpline providing information and support to people with mental health problems and those who support them.

### The Hub of Hope

The Hub of Hope website has a postcode search that you can use to find local services.

### The Mix

☎ 0808 808 4994 - Daily, 3pm-12 midnight.  
Crisis Support: text THEMIX to 85258  
The Mix provides judgement-free information and support to young people aged 13-25 on a range of issues including mental health problems. Young people can access the The Mix's support via phone, email, webchat, peer to peer and counselling services.

### Young Minds

Text the Young Minds Crisis Messenger for free 24/7 support across the UK if you are experiencing a mental health crisis. If you need urgent help text YM to 85258. Texts are free from most providers.