

Workplace Strategies for Mental Health

Compliments of Canada Life

Workshop
series



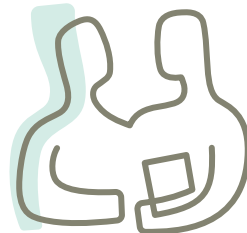
Participant handout

Putting workload management on the agenda:
creating awareness



Process

- **Review** psychologically safe discussions
- **Define** workload management
- **Recognize** what positive workload management looks like
- **Describe** sources of workload stress
- **Choose** actions that support workload management
- **Look** at criteria for making meaningful change
- **Recommend** our action



Psychologically safe discussions

- **Focus** on moving forward and not on the past
- **Offer** constructive suggestions for improvement
- **Discuss** ideas, not individuals
- **Give** everyone the chance to contribute

“A work environment where assigned tasks and responsibilities can be accomplished successfully within the time available.”

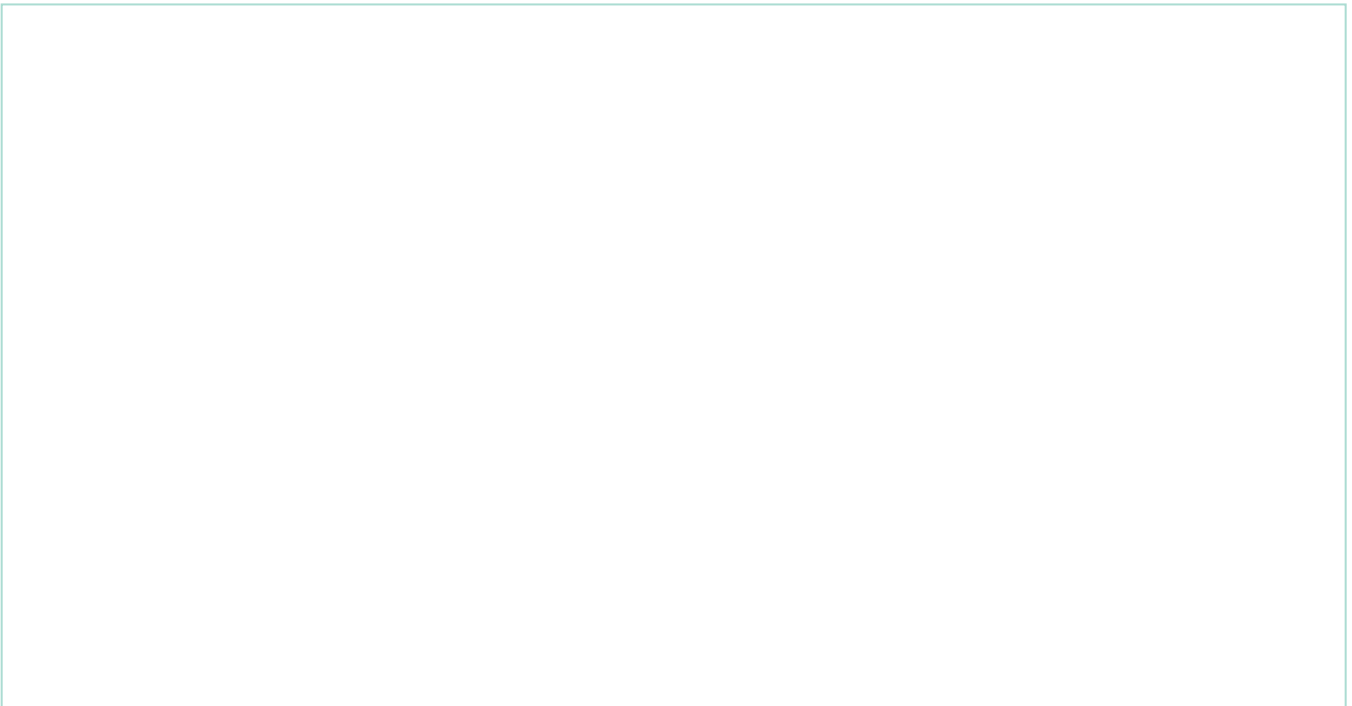
People in this type of work environment would be able to say:

- The amount of work I’m expected to do is reasonable for my position.
- I can talk to my supervisor about the amount of work I have to do.
- I have the equipment, resources and time needed to do my job well.
- My work is free from unnecessary interruptions and disruptions.
- I have control over how my tasks and responsibilities are prioritized

Causes of workload stress for me:

A large, empty rectangular box with a thin black border, intended for the user to write down the causes of their workload stress.

Actions that reduce our workload stress:

A large, empty rectangular box with a thin black border, intended for the user to write down actions that reduce their workload stress.

My preferred actions:

1

2

3

Criteria for effective action is:

Observable – we can witness that it happens, as opposed to being related to an attitude or emotion

Measurable – we can assess the impact it has – both positive and negative

Reasonable – it will be acceptable to employer, employees and union if applicable

Relevant – it makes sense for our work situation

Addressing challenges

What are potential challenges to adopting this action and how might we deal with that?

Potential challenges	Potential solutions

Workplace Strategies for Mental Health

Workplace Strategies for Mental Health resources are:

- For all employers, people leaders, employees and facilitators of workplace psychological health and safety
- Available in English and French
- Evidence- or practice-based
- Available to anyone at no cost



Examples of the resources available at clwsmh.com include:

Addressing co-worker reactions

Effectively respond to co-worker concerns, fears or reactions – even if you feel they’re unfounded – to help support a psychologically safe work environment for all.

Before you say no, ask why

Discover the need behind the request before saying no. You may be able to meet the need without agreeing to the original request.

Burnout response

Learn the steps that can help you identify, prevent or reduce the impact of burnout for employees or yourself.

Developing a workplace plan

The employee and employer develop a plan to create solutions to work-related issues. Use this plan to help in areas of performance, accommodation, or return to work.

My boss is stressing me out

Leaders can also deal with life stressors, including mental health issues. These ideas can help you cope with a challenging boss and reduce your own stress.

Responding to issues

Use these practical and action-oriented guidelines to address work issues, including:

- Conflict
- Performance
- Accommodation
- Impairment
- Return to work
- Violence

Supporting employee success

Use this free tool to help employers help an employee create and follow a workplace plan that addresses performance and workplace stressors.

Why blame and shame don't work

Learn to avoid blame and shame to reduce negativity and conflict.

All Workplace Strategies resources are available to anyone at no cost, compliments of Canada Life. To learn more, visit clwsmh.com.

