



Workplace Strategies for Mental Health

An initiative of the Great-West Life Centre for Mental Health in the Workplace



How to Use **On the Agenda**

Easy steps to get started using *On the Agenda* to help facilitate discussions related to psychological health and safety.

On the Agenda is a series of videos, presentation slides and supporting materials that can help trainers, team leaders, managers or others to pave the way for discussions and action aimed at developing a psychologically healthy and safe workplace. You can get started at www.workplacestrategiesformentalhealth.com.

Each presentation is related to one of the factors described in *Guarding Minds @ Work* as one that can impact psychological health and safety in the workplace. These factors have also been adapted for the National Standard of Canada for Psychological Health and Safety. Discussing these issues and developing plans of action has the potential to contribute to improved psychological health and safety for your team.

Follow these guidelines to help get started:

1. **Review the *Introduction Presentation*** or watch the *Overview Video* and decide if you would like to use either to introduce *On the Agenda* to your team.
2. **Choose one of the factors you want to discuss with your team.** This can be a factor that you want to celebrate as a strength or one you wish to improve. The factors included in *On the Agenda* have been identified, through a large body of research, as the main areas of concern related to psychological health and safety in the workplace. They are:
 - a) Psychological Support
 - b) Organizational Culture
 - c) Clear Leadership & Expectations
 - d) Civility & Respect
 - e) Psychological Competencies & Requirements
 - f) Growth & Development
 - g) Recognition & Reward
 - h) Involvement & Influence
 - i) Workload Management
 - j) Engagement
 - k) Balance
 - l) Psychological Protection
 - m) Protection of Physical Safety
 - n) Other Chronic Stressors (video only)
3. **Read the *Overview*** for facilitation tips and guidelines. This was written to help those whose job does not usually involve facilitating discussions.

4. **Review the Facilitator's Guide** specific to the factor you will be discussing. These guides include slide-by-slide suggestions, background information, descriptions and definitions to help you with each presentation..
5. **Book time (1 ½ to 2 hours) with your entire team** to go through the presentation together and develop an action plan.

Your email could be something like this: *"We will be meeting on [date] at [time] in the [location]. The National Standard of Canada for Psychological Health and Safety in the Workplace has offered us a framework to improve workplace well-being. We want to have the healthiest work environment possible for our team. This meeting is the first of a series that will focus on using evidence-based guidelines to look at the factors that impact mental health and develop our own strategies."*

6. **Follow the Facilitator's Guide. Use the presentation slides** included in the guide for each factor to open a discussion and develop a plan that works for your organization and team.
7. **Have follow-up meetings as appropriate with your team** to confirm understanding and agreement for the implementation plan and timeline.
8. **Implement the plan developed by your team.**
9. **Measure the results.** Measures might include: achievements, challenges, quality of work, productivity, employee satisfaction, customer or client satisfaction, input, feedback and engagement, accountability measure and potential for long-term outcomes.
10. **Bring the team together** to discuss the results and celebrate accomplishments.
11. **Repeat!** Choose the next factor to work on and embed *On the Agenda* into your team's continuous improvement process.



Note: If you are using *On the Agenda* in conjunction with *Guarding Minds @ Work*, the discussions would happen after the *Guarding Minds @ Work* survey results or organizational review as a way to engage staff in developing solutions to identified concerns.