

Take 5 Steps to Wellbeing A Guide for the Workplace



March 2018

Promoting Wellbeing Division

Introduction

This guide provides information for Trust staff on the Take Five approach for achieving better health and wellbeing. It provides practical suggestions on how you can achieve this within your workplace.

Focusing on the Take 5 message within work presents a valuable opportunity to benefit you, your colleagues and society by helping you to feel happy, competent and satisfied in your role. Evidence shows that people who achieve good standards of wellbeing at work are likely to be more creative, more loyal, productive and provide better customer satisfaction than individuals with poor standards of wellbeing at work.

Take 5 is a useful self-help approach to encourage and motivate you to look after your own health. It can be used by individuals, managers, supervisors and Occupational Health when supporting staff with wellbeing issues and incorporated into team meetings, supervision, Personal Development Reviews (PDRs) and workplace initiatives.

In 2008 the New Economic Foundation was commissioned by the UK Government's Foresight Project to review the inter-disciplinary work of over 400 scientists from across the world. The aim was to identify a set of evidence based actions to improve wellbeing, which individuals would be encouraged to build into their daily lives. Think of the elements of the Take 5 Model as the equivalent of your five portions of fruit and vegetables!

For further information on staff health and wellbeing visit:

www.u-matter.org.uk

or visit:

www.mindingyourhead.info

www.southerntrust.hscni.net/livewell/MentalHealth.htm

Connect

Keep Learning

Be Active

Take Notice

Give

Connect

There is strong evidence that indicates that feeling close to and valued by, other people is a fundamental human need and one that contributes to functioning well in the world. It is clear that social relationships are critical for promoting wellbeing and for acting as a buffer against mental ill health for people of all ages.

- Connect with the people around you, with family, friends, colleagues and neighbours, at home, work, school or community.
- Think of these as the cornerstone of your life and invest time in developing them.
- Building these connections will support and enrich you every day.



Connecting to other staff at work

- Talk to a colleague in person or by phone instead of sending an email
- Take an interest in your colleagues' work and lives
- Have tea, lunch breaks together – avoid eating at your desk
- Take a walk together using walking routes on Trust sites
- Support each other – stop smoking pack, be a health champion
- Give a colleague a lift or share the work journey (car share)
- Celebrate occasions and achievements
- Form a reading group with other colleagues
- Make use of the childcare voucher scheme
- Consider the policies that may help you connect better: work life balance, shared parental leave, breastfeeding after returning to work
- Consider the policies that may help if you are not connecting: bullying or harassment, stress management
- Consider the 5 Fundamentals of Civility (Respect, Awareness, Communicate Effectively, Self-care, Responsibility), Team talk, Time for U, time out for reflection protocol
- Take part in consultations and surveys to express your views and ideas

Keep Learning

Continued learning through life enhances self-esteem and encourages social interaction and a more active life. Anecdotal evidence suggests that the opportunity to engage in work or educational activities particularly helps to lift older people out of depression.

The practice of setting goals, which is related to adult learning in particular, has been strongly associated with higher levels of wellbeing.

- Learn something new. Rediscover an old interest. Sign up for that course you always wanted to do. Take on a different responsibility at work. Fix a bike. Learn to play an instrument or cook your favourite food.

- Set a challenge that you will enjoy achieving. Learning new things will make you more confident, as well as being fun to do.



Keep learning through your work

- Take time to use the staff health and wellbeing hub www.u-matter.org.uk (launched in April 2018, accessible at work or at home)
- Look at the Training opportunities available to you including the- [Education, Learning and Development Portfolio](#) - (Skills Development Programme, Leadership and Management Development Programmes - [HSC Leadership Centre](#)), [Clinical Education Centre](#), [IT Training](#), [Promoting Wellbeing Training Brochure](#), [Quality Improvement](#)
Make time during your annual appraisal or supervision to discuss your training needs with your manager.
- Make use of the resources and libraries across Trust and health and wellbeing HUBs in Craigavon and Daisy Hill Hospitals
- Make use of the support from others eg Continuous Improvement Team
- E Learning Opportunities (Trust / Other)
- Attend Trust events eg Quality Improvement Event
- Download an app that may help you
- Business in the Community (Link and Learn Sessions: 1 hour sessions)
- Take up a new hobby with a work colleague – see what the health champions can offer you.
- Consider doing a piece of research

Be Active

Regular physical activity is associated with lower rates of depression and anxiety across all age groups. Exercise is essential for slowing age-related mental decline and for promoting wellbeing. But it does not need to be particularly intense for you to feel good.

- Go for a walk or run, cycle, play a game with your children, do some gardening or dance.
- Exercise makes you feel good and lifts our mood. Most importantly, discover a physical activity you enjoy: one that suits your level of mobility and fitness.



- Make use of staff health and leisure discount membership rates
- Use the walking routes on Trust sites
- Use the stairs
- Park further away from your base and take a short walk into your base.
- Even 10 minutes outside stepping away from your desk or work can be helpful
- Make use of the cycle to work scheme which helps you purchase a bike via your pay contact HR. The Trust also provides cycle racks, bike marking events, showering facilities in some of its facilities.
- Any issues that are affecting your mobility? Make use of Trust Occupational Health
- Physiotherapy is available for staff
- See what the health champions can offer or become one and get others to be more active through lunch time walks, couch25K to park walks/runs.
- Complete your manual handling course to avoid injuries
- Ensure you have good posture and the correct ergonomics with your Display Screen Equipment.
- Healthy Legs – Lymphoedema Team (do exercises at your desk or stand for a while)
- PWT Training Courses
- Use the Stop Smoking services for staff to help you get fitter and more healthy
- Use the Staff weigh-ins, table talkers, recipes of the month to help you achieve a healthier weight

Notice

Reminding yourself to take notice can strengthen and broaden awareness. Studies have shown that being aware of what is taking place in the present directly enhances your wellbeing and savouring the moment can help reaffirm your life priorities. Heightened awareness also enhances your self-understanding and allows you to make positive choices based on your own values and motivations.

- Take time to enjoy the moment and the environment around you. Be curious. Catch sight of the beautiful. Remark on the unusual. Notice the changing seasons. Savour the moment, whether you are on a train, eating lunch or talking to friends.

- Be aware of the world around you and what you are feeling. Reflecting on your experiences will help you appreciate what matters to you.



- Listen more to yourself: how are you connecting with others
- Listen more to colleagues: how do you inspire and lead others
- Notice if you are dwelling on situations/events and put into perspective – squash the negative talk
- Notice a colleague who needs a helping hand
- Have a plant in your workspace or photo, quote or piece of art that inspires you
- Declutter your workspace regularly
- Take notice of the positive things in your life
- Mindfulness Training available (PWT Training Brochure)
- Mood matters Training available (PWT Training Brochure)
- Inspire (Carecall) Counselling – take notice of your emotional and mental wellbeing
Seek help if you need to talk to someone
- Recovery Colleges
- Stress control classes
- Health Campaigns and Resources available to you

Give

Individuals who report a greater interest in helping others are more likely to rate themselves as happy. Feelings of happiness and life satisfaction have been strongly associated with active participation in social and community life.

- Do something nice for a friend, or a stranger. Thank someone, smile, volunteer your time, join a community group, look out, as well as in.
- Seeing yourself and your happiness linked to the wider community can be incredibly rewarding and will create connections with the people around you.



- Perform random acts of happiness.
 - Become a Health Champion / Charity Champion
(Pips Upper Bann and Pips Newry)
 - Give time to a work colleague having a difficult time
 - Accept a compliment with a sincere thank you
 - Let someone into the line in traffic, at the coffee shop, staff canteen
 - Practice gratitude for the good in your life
 - Join the Payroll giving
 - Support fundraising activities within the Trust – local team, coffee mornings, bra donations, charity of the year, other charities
 - Donate to the Christmas gift appeal
 - Have a windfall of produce at home – bring some in for your colleagues
- Give yourself credit for the hard work that you do and how your efforts contribute to the care that others receive and the lives that are saved.
- Engage in the Trust Excellence Awards by entering a nomination for a colleague who has made a significant contribution at work.
- Attend a staff recognition event.

Consider and Plan How Can You Build Take 5 Into Your Life

	Connect	Keep Learning	Be Active	Take Notice	Give
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					