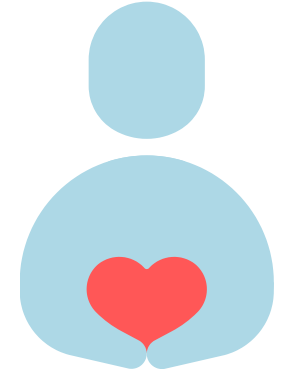


How to use the Staff Wellbeing Plan

This Staff Wellbeing Plan is designed to facilitate a conversation about wellbeing. It is a tool to share information and resources, focusing on specific needs and possible avenues of support.



The following 5 steps can guide you in this process. You may do this for a colleague, or yourself.

1. **Invite** the person to look at the Staff Wellbeing Plan
2. **Encourage** conversation around the 4 questions. What is happening? What's the impact?
What works? What do you need?
3. **Reflect** - Clarify what you are hearing and noticing is being communicated.
4. **Identify** possible next steps if the person seems to be seeking something further.
Opportunities for support include Staff Supports QR Code, My Coping Plan QR Code, or 5 Ways to Wellbeing QR Code.
5. **Conclude** the conversation by reminding the staff member that they belong to the Western Sydney University Community and their own community of support. Point out that there are a number of supports available, and that we have a choice as to which support we engage in.