

*Engagement determines workplace wellbeing and vice versa; it's in everyone's interest*

Employee:

Manager:

Date:

## 1. What helps you stay engaged and at your best at work?

For example, understanding the 'why' (purpose) of your role/ our team/ the company, clarity around expectations of you, opportunity to use your strengths, breaks from the office/work.

## 2. When do you feel least engaged at work? What gets in the way?

For example, worry about sharing public transport or office space, when there is conflict with colleagues or between roles, during organisational change, when you lack clarity and meaning around your role, poor communication, workload feels too much.

## 3. How does difficulty engaging impact on your work?

For example, you may find it difficult to make decisions, struggle to prioritise work tasks, have difficulty concentrating, feel anxious, frustrated or unhappy, experience headaches or poor sleep.

**4. What are your early warning signs that you and we might notice when work is no longer as engaging as we would want it to be?**

For example, changes in normal working behaviours, withdrawing from colleagues.

**5. Are there elements of your individual working style or circumstances that it would be helpful for your manager to be aware of?**

For example, young child disturbing sleep, health needs, a preference for a particular method of communication, a need for regular short breaks from the office.

**6. How can your manager be most effective in reducing the challenges to being engaged? How can they support you to be your best?**

For example, additional check-ins, guidance on understanding the relevance of tasks, help prioritising workload, flexible working patterns, regular feedback including praise, involvement in organisational developments.

**7. What steps can you take to reduce the challenges to being most engaged?** For example, when you start to notice your engagement is reducing, you might want to check-in with your manager. You might reorganise your tasks to focus on those that are most meaningful first, explore opportunities to collaborate with people who inspire you, find ways to use your strengths and engage with activities you enjoy daily.

**8. Is there anything else that you would like to share?**

Employee signature:

Manager signature:

Date to be reviewed:

*Produced by It's Time for change. Adapted from Wellness Action Plans, MIND.*