

Worksheet: Preparing for mental well-being conversations

Name of employee

Time and place

Reason for the conversation

Brief explanation of why you will be having this conversation with the team member.

Employee's request or concerns

Anything the team member has mentioned that is relevant to the conversation.

Anticipated challenges

Write down any potential challenges you anticipate in the conversation, such as the team member feeling uncomfortable or resistant to discussing their mental well-being.

How to address these challenges

Brainstorm ways to address these challenges and make the conversation as comfortable and supportive as possible.

Relevant company policies

Write down any relevant company policies related to mental well-being that you need to review before the conversation, such as potential accommodations or adjustments that can be made to help the team member manage their mental well-being challenges.

Follow-up actions

Note down any follow-up actions you need to take after the conversation, such as scheduling a check-in meeting or following up with HR for additional support.