GUIDE TO WELL-BEING AND STRESS PREVENTION DIALOGUES

Preventing stress

- Make sure that well-being and stress are on your agenda on a regular basis
- Share the leaflet with your employee/PhD students and invite them to a dialogue
- Be curious; ask questions, listen and try to understand.

Questions for inspiration:
- What is important for you when it comes to promoting well-being in your work life?
- How would I know if you were not happy in your work life?
- How can I as your manager/supervisor support you in maintaining a good, healthy work life?
- What can you do yourself to promote well-being and prevent stress in your work life?

Reacting to unhealthy stress

- Invite your employee/PhD student to a (stress prevention) dialogue if you are concerned.
- Use the leaflet as a framework for your dialogue.
- Start out the conversation by expressing your concern, e.g. by saying: “I have invited you to this dialogue because I am concerned about your well-being/workload”.
- Ask questions and try to find out whether the employee/PhD student is at risk for unhealthy stress. If this is the case, talk about relevant support available and the steps to take to reduce pressure/workload. Also, be sure to make an appointment for a follow-up meeting.
- If you get the impression that psychological counselling could be helpful, tell your employee/PhD student about the service at the University or hand out the specific leaflet.

Questions for inspiration:
- How is your general well-being?
- I have noticed …. therefore, I am concerned that you may be under pressure / about to enter the risk-zone?
- How can I as your manager/supervisor support you? (help prioritise/plan the next week/give guidance/advise?)

Reacting to severe stress

- Invite your employee/PhD student to a (stress management) dialogue when you are concerned.
- Use the leaflet as a framework for the dialogue.
- Start out the conversation by expressing your concern, e.g. by saying: “I have invited you to this dialogue because I am really concerned about your well-being”.
- Ask questions to find out whether your concerns are well founded. If this is the case, it is vital that you help the employee/PhD student to seek professional help (medical doctor/psychological counselling). Be sure to make an appointment for a follow-up meeting.

Questions for inspiration:
- How is your general well-being?
- I have noticed .... Therefore I am concerned and I would really recommend you seek professional help (your medical doctor/or the psychological counselling service). What do you think?
- In addition, I have considered how I as your manager/supervisor can help you to prioritise and plan your tasks for the next couple of weeks....?
- Have you any suggestions yourself about how we can reduce pressure/work load for you immediately?