

A guide for discussing well-being and stress at a team meeting

Before the meeting

Let all your employees know that, at the moment, you are focusing particularly on well-being and stress prevention in your department/unit. Give out AU's leaflet on stress to your employees and let them know that, at a future department/unit meeting, you will spend some time discussing well-being and stress prevention. Ask your employees to read the leaflet in preparation for the meeting.

During the meeting

Prepare the discussion by making the purpose of the discussion clear. For example, you could say: "The purpose of this discussion is to make sure that you all know about AU's stress leaflet and to ensure that, as your manager, I can get a clearer sense of how together we can promote well-being and prevent stress in our department/unit".

After this, ask the employees what they thought about the content of the stress leaflet, and, if relevant, ask them to discuss the following question with the person sitting next to them:

1. What is my/our role with regard to promoting well-being and preventing stress in the department/unit?

At this point, give a short introduction to your role as a manager and how you are approaching the task of promoting well-being and preventing stress in the daily running of your department/unit.

Say something about how you expect the employees and the team in general to contribute to achieving this task. You can find inspiration in AU's leaflet on stress.

If there are more than six people at the meeting, divide the group into smaller groups of 3-5 people and ask them to discuss the following questions on the basis of the stress leaflet:

1. What are the typical "stress traps" in our everyday lives?
 - a. Is there anything about the way we do things (e.g. management, priorities, meeting structures or physical working conditions) that puts unnecessary pressure on our daily professional lives?
 - b. Is there anything about the way we work together as a team (e.g. collaboration, relationships, communication, habits or routines) that puts unnecessary pressure on us?
2. How can we remove or minimise some of the typical "stress traps" we have identified?
 - a. What are the possible solutions?
 - b. Who can do what?

In plenary, allow each group to share the stress traps they have identified and their suggested solutions.

After the meeting

Follow up on any good suggestions from the groups to ensure that these solutions are implemented. You may also wish to follow up on individual employees.

It is a good idea to refer to the stress leaflet at regular intervals in order to remind your team of your shared responsibility to maintain a shared language and approach to managing and preventing stress in your department/unit.