Guide for discussing well-being and stress with your employee

Before the 1:1 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 you will invite them to a short 1:1 meeting to discuss well-being and stress prevention in the near future. After this, book your employees for a 1:1 meeting. Ask all your employees to read the leaflet in preparation for the meeting and, if relevant, to reflect on the following question:

1. What is particularly important for me when it comes to promoting well-being and preventing stress in my professional life?

During the 1:1 meeting
Prepare the discussion by making the purpose of the discussion clear. For example, you could say: “The purpose of these well-being dialogue meetings is to make sure that everyone knows about AU’s stress leaflet and to make sure that, as your manager, I can get a clearer sense of how together we can promote well-being and prevent stress in our department”.

After this, ask the employee for his/her reflections on the above preparatory question and then have a conversation based on the following questions (you may select those you feel are most relevant):

Well-being and the risk zone
1. What are you like when you are enjoying your work and thriving in the workplace?
   - How can I or your colleagues see/tell that you are thriving and enjoying your work?
2. What are you like if you have been under pressure or stressed at work for a long time?
   - How can I or your colleagues see/tell that you are stressed or under pressure?
   - In this case, what or who can help you to find a good balance again?
   - As a manager, how can I best help or support you to return to your well-being zone?

Factors that trigger or reduce stress
1. Which factors in your working life particularly trigger stress for you?
   - Is there anything about the way we organise our work in the department/in your team (management, prioritising, meeting structures and physical working conditions) that puts unnecessary pressure on your daily professional life?
   - Is there anything about the way we work together in the department/in your team (collaboration, relationships, communication, habits and routines) that puts unnecessary pressure on you?
2. Which factors in your working life particularly help to alleviate or protect you from stress?
3. What can you do more or less of in your daily life to improve your well-being and reduce the risk of stress?
4. As your manager, what can I do to help improve your well-being and reduce your risk of stress?

After the 1:1 meeting
You may wish to follow up on the individual meetings in one of your team meetings so that you can give feedback on the general topics that came up during the individual well-being dialogues. This is also an opportunity to discuss whether you need to follow up on the 1:1 meetings (and the information on the stress leaflet) with specific actions or agreements for the whole group.

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