



WELLBEING CHAMPION GUIDE

THANK YOU...

Thank you for joining our team of Wellbeing Champions. You play a vital role in helping your organisation achieve their wellbeing aspirations. By supporting wellbeing initiatives in your workplace, and helping your colleagues to do the same, you can make a huge difference. This guide is designed to help you in your role as a Wellbeing Champion.

If you need any further information or assistance, please contact champions@workplacewellbeing.co.nz

A WORD FROM WORKPLACE WELLBEING

Wellbeing at work is now front of mind in many organisations globally. It has gone from a 'nice to have', to a 'must have' as the costs of poor wellbeing at work are being realised. Costs associated include absenteeism, both through sickness and mental health days off, presenteeism and a loss of productivity.

For individuals in the workplace, this effects their work/life balance as they often work longer hours in order to make up for their lack of focus and productivity due to tiredness, stress and poor physical and mental health.

Research based on global mental health organisations tell us that 25% of people in any workplace are suffering from stress, anxiety and/or depression. In most cases you would never know. Compromised mental wellbeing is responsible for over 45% of lost working days in organisations.

Wellbeing programmes and initiatives are designed to help individuals cope better with the pressures of their work and personal lives. Employers have a duty of care to ensure that the working environment doesn't create or add to ill health and that people's wellbeing is a major objective.

However, it's also up to employees to look after their own physical and psychological health to be the best they can be at work as well. This means taking the opportunities their employer provides seriously.

It's important that employers and employees work together to achieve a healthy and productive workplace where individuals can grow, develop and thrive. This is where Wellbeing Champions can make a huge difference.

It takes a team of motivated individuals with a passion and understanding of wellbeing, who wish to make a difference to create sustainable change. **LET'S DO THIS!**

WHAT IS A WELLBEING CHAMPION?

Workplace Wellbeing Champions are people who champion the cause of wellness.

They are generally trusted, positive employees at a site or department level, who will direct individuals towards wellbeing information and will support the delivery of The Wellbeing Challenge and other wellbeing initiatives.

One of the most empowering ways to show leadership at work, even if managing employees isn't part of your duties, is to become a workplace Wellbeing Champion. It provides opportunities for you to make a tangible difference to your workplace culture – and research indicates it's an important strategy to help encourage fellow employees to participate in wellness activities and services.

THE ROLE OF WELLBEING CHAMPION

- Understand the Wellbeing Challenge and help in promoting it
- Assist in onboarding your colleagues
- Motivate and encourage others to participate fully
- Champion wellbeing activities in the organisation
- Ensure posters are put up each week
- Post encouragement and stories on internal communication
- Understand what people would like to see, so we can tailor some of the weekly activities to what your teams want
- Help to promote a culture of wellbeing across the organisation
- Share positive wellbeing stories
- Generate ideas on activities and events and ways to promote them
- Lead by example

CHECKLIST FOR CHAMPIONS

Prior to the Wellbeing Challenge starting

PREPARATION

- ☐ Meet and discuss the Wellbeing Challenge and discuss ways in which to engage and promote the Wellbeing Challenge and prizes to workmates.
- ☐ Sign into the app
- ☐ Complete the Wheel of Wellbeing survey
- ☐ Get clear on how the prizes will work e.g. are you going to have weekly spot prizes and one big prize at the end, will people know what the big prize is or will it be a surprise?
- ☐ Start talking about the Wellbeing Challenge to EVERYONE!

SIGNING PEOPLE UP TO THE WELLBEING CHALLENGE

- ☐ Set up an onboarding meeting(s) to answer questions and get people logged in.
- ☐ All participants need to complete their Wheel of Wellbeing (WoW) and enter their points into the WoW survey before starting the Wellbeing Challenge.
- ☐ Participant teams are formed and created in the Wellbeing Challenge web app.
- ☐ Create a noticeboard, or a list of people who are looking for teams to join
- ☐ Keep checking in with people until all teams are formed.

DURING THE CHALLENGE

- ☐ Put up the Weekly Challenge poster the Friday before the Challenge starts ready for Monday
- ☐ Encourage people to upload photos and post their successes on the preferred internal comms channel
- ☐ Check in every week that people are entering points
- ☐ Encourage banter!
- ☐ Take 5 mins to discuss wellbeing at every team meeting – what activities are happening, successes from individuals, tell them where to find information.

ABOUT THE FIVE WAYS TO WELLBEING

Between July 2006 and October 2008 the UK government's futures think-tank, Foresight, commissioned over 400 experts in psychology, psychiatry, neuroscience, education, and economics from across the world to review current knowledge on mental health and wellbeing. What became clear is that some of our happiness is determined by:

1. Our circumstances (where we are)
2. Our personal resources (who we are)
3. The activities we give our attention to (what we do).

Towards the end of this process, Foresight commissioned the Centre for Wellbeing at NEF (the New Economics Foundation) to take a look at all the evidence and identify the daily activities that will support people to live their lives in a happier way. Evidence suggests that a small improvement in wellbeing can help to decrease some mental health problems and also help people to flourish.

The resulting Five Ways to Wellbeing are a set of actions which improve personal wellbeing. They can't change our circumstances but building them into our daily lives can help us feel better, no matter what our starting point.



Give... Do something nice for a friend, or a stranger. Thank someone. Smile. Volunteer your time. Join a community group. Look out, as well as in. Seeing yourself, and your happiness, linked to the wider community can be incredibly rewarding and will create connections with the people around you.

Be Active... Go for a walk or run. Step outside. Cycle. Play a game. Garden. Dance. Exercising makes you feel good. Most importantly, discover a physical activity that you enjoy; one that suits your level of mobility and fitness.

Keep Learning... Try something new. Rediscover an old interest. Sign up for that course. Take on a different responsibility at work. Fix a bike. Learn to play an instrument or how to cook your favourite food. Set a challenge you will enjoy achieving. Learning new things will make you more confident, as well as being fun to do.

Connect... With the people around you. With family, friends, colleagues and neighbours. At home, work, school or in your local community. Think of these as the cornerstones of your life and invest time in developing them. Building these connections with support and enrich you every day.

Take Notice... Be curious. Catch sight of the beautiful. Remark on the unusual. Notice the changing seasons. Savour the moment, whether you are on a train, eating lunch or talking to friends. Be aware of the world around you and what you are feeling. Reflecting on your experiences will help you appreciate what matters to you.