



A 3-part series for employers

EMPLOYERS GUIDE TO A NEW & BETTER NORMAL

**Part Three - Your Employee
Wellbeing Checklist**

 **HR**revolution

Your Employee Wellbeing Checklist

Wellbeing across every workforce should be a top priority for all employers, even more so during a global pandemic, to help your teams remain connected, informed and fully supported.

This checklist will help you to focus on the wellbeing of your employees and important aspects when considering what your wellbeing programme should look like. It is important to ensure it is as inclusive as possible and will help to support your employees through your workplace changes as positively as possible; transitioning them smoothly into their new and better normal.

The aim is that you work through the checklist and ensure everything that relates to your business is covered and has the relevant documentation, processes and communications included.



Positive Remote-Working Culture

2020 has held its fair share of surprises and most recently with the pandemic this has included change across the world and has hit business hard. Many employers have been forced to assess their options for flexible and home working within days of the pandemic hitting. This has meant employees working culture has changed almost overnight, with a huge percentage of employees either working from home or being furloughed.

There are a few things that should be considered when reviewing your remote and home working practices to support employees embracing this new workplace culture positively and without difficulty.

- ❑ Cultural Change – Building a positive remote working culture for your business is even more important now, even if you are not looking to continue with this structure for the future you will need to have provisions in place should you need to revert to it. Think about how your teams will work effectively and how they will be able to collaborate and bond with their teammates.
- ❑ Equipment & Tools – The infrastructure you have needs to be fit for purpose. This is where the policies, procedures and technology you have come into play, you will need to build in management tools that allow you to measure delivery and productivity.
- ❑ Communication & Trust – its critical to build communication channels that work for all and promote a culture where your employees feel trusted with regular interactions that boost moral and keep them connected.

Health & Wellbeing Programmes

Employee wellbeing has always been important, well before COVID-19, but the global health emergency has caused workplaces to experience an unprecedented surge of anxiety and stress resulting in employee health rising to the #1 spot on many employer's action lists. Clients are constantly looking for tools to help cope with this crisis and build resilience to support employees now and to support them through the uncertainty that lies ahead.

Investing in a wellbeing programme in your business can help alleviate bigger issues with employee absenteeism (including long term sickness), presenteeism, productivity, engagement, turnover and culture. As all of these are related to negative wellbeing.

- Build your wellbeing programme and tailor it to your employees, your culture and allow flexibility for specific individual preferences.
- Really think about what you need – don't roll anything out from a knee-jerk reaction. Your program needs to work across the business and be sustainable.
- Focus on preventing problems arising, look at resilience training and support as well as dealing with issues as they arise, this is where you can think about rolling out an Employee Assistance Program (EAP).
- Build in cultural norms that incorporate physical, emotional, mental and social wellbeing.
- Ask your employees, find out what would really help them.

Employee Wellbeing Ambassadors

Just like any other Ambassadors in your business your people teams should include wellbeing and mental health support. Depending on the size of your business this could be one person or a team or outsourced to a company like HR Revolution. However you decide to manage this you need to keep track of your employee health.

There are several roles that we are seeing being created to include this:

- Mental Health First Aiders (MHFA) – You will need to complete a MHFA course to become accredited and will be able to help with support for all aspects of mental health.
- Wellbeing Ambassador / Happiness Officer – a non-accredited role but an important one that helps with the design and structure of your wellbeing programmes as well as the roll out and management to ensure employees can get the very best out of the services.
- Social & Culture Officer – a role that supports the social and team bonding activities of the business to help keep your teams connected.
- Or just a good old-fashioned HR Manager!

No matter what title you give the role, the responsibilities need to focus on being visible and accessible to your employees and consistently updating what you have in place and how effective it is across the business. This role is particularly important during times of uncertainty.

If you or your team need MHFA training, we can offer several online courses that will provide your team with qualified Mental Health First Aiders.

Alternatively, our team are all fully trained MHFA's so we can provide the support you need in this area.



Keep Employees Connected

Its important to make sure you keep your employees informed and retain open communication across and within your teams. Wellbeing should be top of everyone's list and if you can find a way to incorporate it as part of every day working practices then you will find that more employees will invest themselves in their own, and their colleagues mental and physical wellness.

Remember a happy team makes for a productive and engaged workforce which retains your people and helps them to love what they do!

If you need more support on this or would like to have us review your employee wellbeing plans, we are offering an initial 30 mins free consultation to see how we can help so please do get in touch.



HOW CAN WE HELP?

GET IN TOUCH

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