

A close-up photograph of a vibrant green leaf, likely from a grass or similar plant, covered in numerous clear water droplets. The droplets are of various sizes and are scattered across the surface of the leaf, which shows fine veins. The background is a soft, out-of-focus green, suggesting a natural outdoor setting. The overall tone is fresh and natural.

*in* equilibrium

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In-house training course details

Managers Managing Well-being

## Overview

This training course will provide managers with the knowledge and skills to improve the well-being of their staff while they are at work. The 'Managing Well-being Formula' looks at the following four factors, each of which has an influence on an individual's well-being at work:

- Their work pressures and demands
- Their individual characteristics, e.g. personality, behaviours, preferences
- The characteristics of that individual's line manager, e.g. perceived management style, competencies
- Their personal circumstances, e.g. significant life events

## Format

The course is highly interactive and contains a variety of group and individual exercises, including case studies, scenarios, questionnaires, group discussion, personal reflection, and action planning.

## Course Materials

Participants will receive a course workbook and a resource CD with information and tools they can use to put what they have learned on the course into practice in the workplace.

### Key Benefits

- Raises awareness of what 'well-being' means in practical terms
- Increases awareness and understanding of early warning signs of increased vulnerability (stress and poor mental well-being)
- Managers learn how to identify and manage work pressures effectively
- Managers learn how to take account of an employee's individual characteristics and behaviours, to manage their well-being effectively
- Managers learn how to take account of an employee's circumstances, be flexible, supportive and make adjustments, in order to reduce vulnerability at work
- Enhances self-awareness, to better manage and regulate own behaviours and reactions appropriately, including when 'under pressure'
- Provides the ability to construct action plans to minimise risk, and enhance well-being, enjoyment and satisfaction at work

## Course Content

### Context

- Brief summary of how this training fits within corporate frameworks and competencies (this is company-specific, so is tailored for each client)

### What are 'Well-being' and 'Vulnerability'?

- What does well-being mean to you? What does it look like?
- Factors affecting individual vulnerability – the 'Individual Vulnerability Formula'  $V=W+E+M+C$
- Early warning signs of increased vulnerability (V) e.g. Stress

### Effective management of Work Pressures (W)

- The link between work pressures and vulnerability
- Prevention of stress and enhancement of well-being through effective management of work pressures

### Taking account of Employee characteristics and behaviours (E)

- How individual employee characteristics influence vulnerability

- Using your increased awareness of characteristics, behaviours and preferences, to enhance enjoyment and satisfaction at work and to minimise risk to well-being

### Management behaviours and their influence on satisfaction and well-being (M)

- Why your characteristics, behaviours and reactions are important
- Managing your reactions and regulating behaviour to minimise risk: practical tools and techniques

### Managing increased vulnerability caused by 'Circumstances' (C)

- Circumstances and their impact on well-being and vulnerability
- Creating a climate of openness and trust where self-disclosure is more likely

### Bringing it all together

- Constructing action plans and making commitments to enhance well-being, satisfaction and enjoyment at work. Group feedback

## What's on the Information Resources CD?

**Managing Well-being Formula:** Information on the formula and a summary of risk management implications.

**Early identification of stress and increased vulnerability:** Practical advice on how to spot stress problems early and the kinds of data to look out for.

**Practical tips for managing your own stress and reactions:** Tips, tools and techniques that might help, and prevent 'red mist' reactions when you are frustrated.

**The 'CUSP™' Framework:** This framework and management tool is helpful for generating good options to prevent and reduce stress at work.

**HSE Management Standards (2004):** Management Standards for Stress, and the implications of these Standards for management practice.

**Work Pressure Profiling Tool:** This tool enables an employee to develop their own 'work pressure profile'.

**Stress and the risk management process flowchart:** This flowchart provides an overview of the risk management process.

**Individual stress risk assessment forms:** Enables you to follow the risk management process and complete a stress risk assessment.

**Individual stress risk assessment guidance notes:** To help you complete the risk assessment forms.

### Course Details

**Duration:** 1 day  
Optimum delegate numbers: 12

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