

# **PERSONAL WELLBEING FOR MANAGERS**

## **WORKSHOP GUIDE**



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## LEARNING OBJECTIVES

At the end of the session delegates will gain a better understanding of how management can be improved by capitalising on transparent ways of working and by mistakes being an acceptable part of working life. Delegates will also learn about personal reflection skills and how these can improve wellbeing.

## INTRODUCTION

This guide is designed for a manager or a facilitator to deliver a short workshop featuring videos from the Video Arts Wellbeing Essentials Series. Each video comes with a series of activities around the following structure:

**LOOK** – watch the video and reflect on the content and message.

**THINK** – activities and questions linking the video to their own experience and workplace

**REMEMBER** – a summary of the key learning points

Each section relating to the video will last around 15-25 minutes

**PRACTISE** – At the end of the series of videos there is a personal reflection exercise which will bring the learnings together.

## FEATURED VIDEOS

- Don't spread the anxiety virus
- Show your vulnerabilities
- Transparency
- You can't force 'fun'

## VIDEO 1 – DON'T SPREAD THE ANXIETY VIRUS

### LOOK

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#### THINK (15 minutes discussion)

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**When was the last time your mood was affected by the mood of someone else?**

Reflect on this and make notes of when you were affected by someone else's mood.

**Are there times you might be affecting the mood of others without realising that's what's happening?**

This may be a challenging one for you to respond to. You may need to ask team members if they've experience this in you. If you do seek that feedback help them know it's about your professional development as a manager and understanding this will help you know how to be a better manager.

**How can you let others know you need help with your work in a way which is calm?**

You can use the STAR model for being clear on what help you need:

- Situation – what's happened?
- Task – what do you need help with?
- Action – what are you asking someone else to do for you?
- Result – How can you work collaboratively to achieve the result?

### REMEMBER

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- Emotions are contagious – anxiety especially so.
- Anxious thoughts more often get in the way of work than making it happen faster.
- Communicate urgency calmly, without spreading anxiety.

## VIDEO 2 – SHOW YOUR VULNERABILITIES

### LOOK

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#### THINK (5 minutes)

**Who do you know who is comfortable in letting others know when they're experiencing a difficulty or if they've failed at doing something?**

What can you learn from that person? If they're a leader, how does this improve their perception as a leader? How do others respond to that person when they share things in this way?

#### PRACTISE (10 minutes personal exercise)

It's not necessary for you to disclose personal insecurities or failures. What's important about leading and managing others is to let them know sometimes mistakes happen, and when we learn from them, it helps make us better professionals. The important thing is to accept insecurities are still present even when you're practised at what you do.

To help this, answer the following questions by writing them down:

- What recent mistake at work made by you can you help others know happened?
- What was the impact of the mistake, and how did you rectify it?
- How does honesty at work help you be a better manager?
- How can team members safely let you know if they've made a mistake and how you'll support them with it?

### REMEMBER

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- Showing too much confidence will intimidate rather than inspire employees
- Be open with them about your insecurities and failures
- Encourage staff to act in the presence of insecurities, rather than trying to eliminate them first

## VIDEO 3 – TRANSPARENCY

### LOOK

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#### THINK (10 minutes)

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**How do you regularly let team members know the decisions that are made about your organisation?**

Team members appreciate having regular updates. This could take the form of quarterly updates, monthly newsletters or monthly team meetings.

**How do team members know how the organisation is performing?**

In what ways do you openly share about things like:

- Company results?
- Team performance?
- Customer feedback?
- Successes and failures?
- Senior leader perceptions of the team?

### REMEMBER

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- Transparent workplaces are high-morale workplaces
- When you're nearer the top of an organization, easy to assume other employees are as informed as you are.
- Be even more transparent about your company's plans than you think you need to be

## VIDEO 4 – YOU CAN'T FORCE FUN

### LOOK

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#### THINK (5 minutes)

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**What was the last event you did as a team which was inclusive?**

Team members appreciate that being 'social' with each other helps build connections with each other and their ability to create work-based friendships. How does this happen in ways which respect people's preferences and/or beliefs?

#### PRACTISE (team exercise)

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In your next team meeting, ask team members what kind of activity they'd like to do which helps them build connections with others and build those work-based friendships. See what they come up with.

Provide guidance on the following:

- Make sure they're not indirectly putting people at discomfort due to the preference of the 'many' – e.g. not everyone is comfortable drinking alcohol as a social activity
- What kind of activities could people do which allows them to take part and doesn't force them to have fun?
- What kind of activities give people the option of taking part and for observing? Some people are comfortable with just observing and enjoying others have fun.
- Make sure people don't unwittingly discriminate against others due to their beliefs

### REMEMBER

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- Forced fun usually backfires – employees resent it
- Create opportunities for people to engage in what they find fun
- If in doubt, focus on giving people autonomy, not 'fungineering'

## PRACTISE (personal reflection and wellbeing exercise)

This exercise will help you think about how you can improve your wellbeing.

Use the template below and make copies or create your own version. Try and do this for the next 30 days consecutively.

By doing this exercise you will build the ability to reflect and use this practise to improve your wellbeing.

Day 1	Notes
What was your day like today?	
What happened today which either made you feel good, or frustrated or annoyed you in some way?	
How did you deal with these feelings?	
Did others notice your feelings? If they did, did it negatively affect them?	
What did you learn about yourself today?	
How will this help you be a better manager?	



