

PRACTICAL WELLBEING

WORKSHOP GUIDE



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LEARNING OBJECTIVES

At the end of the session delegates will develop a better appreciation and understanding of the importance of being well at work and the impact this has on productivity.

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

- Multi-tasking
- The Cheese Sandwich Solution
- Get Physical

VIDEO 1 – MULTI-TASKING

LOOK

THINK (10 minutes discussion)

Why do we believe that we can multi-task and that it's an effective way to get work done?

Doing more than one thing at a time means we don't do either well, and our time and attention is divided. This doesn't help us get things done. It's far better to just focus on one piece of work and move on to the next either when it's complete, or when you need a break from it.

How can you plan your day so that you give dedicated time to different pieces of work?

Ask team members to plan out a better way for them to dedicate time in their calendars to complete the work they're tasked with. By setting ourselves time limits, we're better able to focus and achieve tasks as opposed to attempting to do multiple tasks at the same time.

REMEMBER

- Multi-tasking isn't a thing. It just means failing to do any one thing properly
- Switching back and forth between tasks has an "interruption cost" – it takes longer to get back to focus
- Focus on one task at a time, until it's complete, or you can make no more progress

VIDEO 2 – THE CHEESE SANDWICH SOLUTION

LOOK

THINK (10 minutes)

How do you feel when you're either hungry or tired?

Ask team members to share what they're like so others can have a better appreciation of how to support one another better. Also ask team members what they can do at work if they recognise that they're feeling the negative effects of being hungry or tired?

What healthy ways can the team support each other's eating habits at work?

Research has shown having easy access to water and fruit at work has a health benefit and is supportive of team members to feel productive and healthy at work. Eating sugary treats will have the effect of causing energy depletion, where nuts and fruit are healthier alternatives.

(Of course sugary treats are a good thing to enjoy, and it's more about a balance of food as opposed to an abundance of one!)

REMEMBER

- It's easy to overlook the simplest routes to happiness
- The simplest causes of unhappiness are physical: being hungry, tired, or needing exercise
- Keep a note on your desk or wall to remind yourself to ask the simplest questions, like 'am I hungry?'

VIDEO 3 – GET PHYSICAL

LOOK

THINK (10 minutes)

How can you be more physically active at work?

Being physically active doesn't mean you have to exercise. Walking is a great way to keep the body active. Maybe suggest that at lunch time each team member should have a 20 min break from their desk by going for a walk?

An alternative is to consider holding review meetings by going for a walk or sitting in the park. These alternative spaces can help people be physically active without exerting themselves.

What other ways could team members get involved in a team activity to improve physical activity?

See what ideas the team can come up with.

REMEMBER

- Just because the stress is in your head, that doesn't mean the solution is there, too
- The quickest route to happiness is often to change your physical situation
- Time in nature is priceless – even five minutes in the park has been shown to help

PRACTISE (1 hour exercise)

Remember, the key thing to this series is about personal wellbeing. We all have different capabilities when it comes to physical activity. Try this team exercise to see how the team respond.

Split the team into 3 groups.

Set the team a task to go out into the local area and do a 'treasure hunt'. The things they have to do are:

- Find out a historical fact about the local area (with photo of proof of their finding)
- Wherever they go, the team have to have walked at least 2,500 steps (most people have a smartphone or wearable device which can monitor this)
- Take a photo of something they didn't expect to enjoy about their local area
- Find out if there's a local charity that could do with some help from your team

The purpose of this exercise is to encourage the team to be out and doing some physical activity. It will provide a good way to engage with team members and help them build connections with one another.

When they are back from the exercise, you can ask them to share what they enjoyed about the activity and how they could plan to do more things in similar ways.