

My Whole Self: My plan for working well



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At Mental Health First Aid England®, we believe wellbeing and productivity fuel one another. People and teams are at their most effective when everybody feels psychologically safe and is seen, heard, and valued.

My Whole Self, the campaign for workplace culture change, calls on organisations to empower employees to bring their whole selves to work. We want workplaces where people have the safety and freedom to choose which parts of their identity they share at work, without fear of judgement or consequence.

That's why we have developed **My Whole Self: My plan for working well**. It will support open conversations between managers and individuals about what healthy work looks like for them. The plan encourages proactive, ongoing dialogue to promote wellbeing, productivity, and a supportive workplace culture.

What is My Whole Self: My plan for working well?

A wellness action plan is a practical, personal tool designed to help individuals manage their mental health and wellbeing at work. It is often used to support people with a diagnosed condition or to help people return to work after a period of ill health. It enables employees to identify triggers, develop coping strategies, emergency contacts in case of a crisis, outline communication preferences, and establish support methods with managers.

We don't believe wellness action plans should only be used when someone is or has been unwell. Anyone can benefit from having one. **My Whole Self: My plan for working well** can be an essential part of the induction and ongoing management process. It can help us understand our working preferences and recognise stress triggers and responses. When used effectively, these plans foster open conversations about wellbeing and performance and what the individual and organisation need to thrive.



How to use My Whole Self: My plan for working well

As we discuss in the [My Whole Self: Managers' toolkit](#), onboarding a new team member is an opportunity for managers to start building a healthy and productive working relationship. This period lays the foundation for supporting people's performance and wellbeing.

Managers should set the expectation that employees are encouraged to bring their whole selves to work and will be valued members of the team. This is also the time to demonstrate how you will support them and signpost them to key policies or services.

Most organisations provide a range of paperwork and documentation for new starters to review and sign. The HR or People team should include **My Whole Self: My plan for working well** as part of this documentation. The manager should then introduce the document to their new starter early in the induction process.

While there is value in being able to complete and discuss the plan during the induction period, some individuals may not feel comfortable sharing personal experiences or aspects of their identity early on. They may prefer to wait until they are confident that they are in a safe working environment and have formed a trusted relationship with their manager.

If an individual chooses not to engage with the plan or some of the questions, the option to complete it at a later stage should always be available. It can be revisited in a one-to-one or as part of the performance development review process.



Remember, this is an optional, supportive exercise. Employees can choose to opt out of it. If they decide to use it, they do not have to disclose anything they are not comfortable with.





Consider:

- Ensure that you and your new starter have enough time to build a relationship with each other
- Induction is a vital part of them getting to know you, the team, and the organisation
- Encourage them to reflect on potential pressures, how these may affect their physical and mental health, and the support they may need as they learn more about the workplace and its culture
- They should consider:
 - The work environment, whether remote or in-person
 - The supportive and challenging aspects of the work environment, such as social connections or potential distractions
 - Any diagnosed physical or mental health conditions for the employee, their family, or close contacts
 - Any other protected characteristics that may affect an employee's lived experience in the workplace and beyond, such as:
 - Caring responsibilities
 - Age
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race (including nationality, ethnicity, or national origin)
 - Religion or belief (including religious and philosophical beliefs and lack of belief)
 - Sex
 - Sexual orientation
- The support a manager and workplace could provide
- The frequency of plan reviews, which should be agreed between the manager and individual
- Once both parties have reviewed and agreed the plan, the manager must save it in a secure location
- Regular one-to-one meetings and reviews are critical to the manager-employee relationship. Our [My Whole Self: One-to-one meeting template](#) can help guide these discussions
- Empowering the employee to manage and regularly review their plan with their manager can help them feel more in control of their work. The plan can be adapted to reflect changes in experiences or new approaches that are helpful
- This resource isn't just for new starters. If you have been managing people for some time and they have never had a wellness plan, now may be a good time to start



My plan for working well: Template

My Whole Self: My plan for working well at a glance

The **My Whole Self: My plan for working well** is designed for employees to create and own. It should reflect your personal preferences, experiences, and needs, with your voice at the centre. Your manager’s role is to support you by discussing the plan and offering guidance on any reasonable adjustments that may be possible. While the process is collaborative, the employee should lead the way in shaping the plan that works best for you.

This plan is a personal, proactive tool to help you, and your manager, identify what keeps you working well. It should consider potential challenges and establish what support you will need to stay healthy and productive at work.

The plan is intended as a supportive tool, but you are welcome to opt out if it doesn’t feel right for you.

You do not have to share anything you are not comfortable with. If you would rather not have the conversation today, it can be rescheduled for another time.

Remember, the manager-employee relationship is a two-way partnership. While managers have the responsibility to support team members to deliver, you also have the responsibility to let your manager know of any changes that may affect your work.

Although this document is confidential, if you raise something that impacts yours or someone else’s safety, we may need to share it with the People or HR team.

We recommend reviewing this at least once a year, but you may choose to revisit it more frequently if your circumstances change.

Confidentiality

Your **My Whole Self: My plan for working well** should be handled confidentially by your manager. Before sharing personal details, ensure you understand how the information will be used and only include details you feel comfortable sharing.

The decision to share this information with HR or to keep it between you and your manager is entirely yours. Please make sure you discuss it with your manager thoroughly.

It’s important to note that while confidentiality is a priority, your employer has a duty of care to keep you and others safe. In rare situations where there is serious concern, such as when there is a risk of harm to yourself or others, your employer may need to act, including contacting emergency services if necessary.



Employee name:	Date started in role:
Manager name:	Date:
Role:	Agreed review date:

Life outside of work

Please share as much as you feel comfortable with in this section. These questions are intended to help your manager build up a picture of you so that they can best support you to thrive at work.

1. Tell me a little about your whole self?

For example, hobbies, living arrangements, identity, etc.

2. What helps keep you well at home?

For example, exercise, self-care activities, seeing friends, etc.

3. Is there anything more about your identity or lived experiences that you would like to share?

This could include age, disability, sexuality, race or ethnicity, religion, relationship status, gender, and/or gender reassignment, etc. This will help to give your manager an understanding of any parts of your identity that are important to you and support you in times of need. It may also help them to understand any challenges you may have faced in the workplace.

4. Do you have any caring responsibilities? If so, how can we support you with this?

For example, children, partners, elderly parents or relatives, or pets. Do any of the people you care for have health conditions? Are there any life events coming up that we should be aware of?

5. Do you live with any physical or mental health conditions? If so, are there any workplace adjustments that we can make to help support you?

For example, diabetes, arthritis, depression, health conditions or changes associated with menopause/perimenopause, obsessive compulsive disorder, etc.

6. Do you have any learning difficulties or disabilities that we should be aware of?

For example, dyslexia, dyspraxia, etc.

7. Do you have a neurodivergence diagnosis? If you feel comfortable discussing it, please let me know how I/the organisation can support you.

For example, ADHD, Tourette's, Autism Spectrum Disorder. Would it be helpful to have extra time to prepare for meetings, do you need a quiet space to regulate, do you find busy office spaces difficult to navigate?

How you work

1. What helps you stay mentally and physically healthy at work? How can I proactively support you to stay healthy?

Describe habits, routines, or environmental factors that support your wellbeing and productivity. For example, taking regular breaks, maintaining a daily to-do list, or having a quiet workspace.

2. What are your intended working arrangements?

This is a good opportunity to discuss flexibility and working hours or working from home arrangements.

3. Are there elements of your individual working style that it is worth me being aware of?

For instance, do you prefer face-to-face discussions or digital communications for task assignments? Do you need preparation time before meetings? Additionally, if you have high or low energy at certain times of day, please share those as well.

4. What is the best way for me to communicate with you, including developmental feedback?

Identify how you prefer to communicate with and receive feedback from your manager. For example, verbally in one-to-one meetings, immediately via a message or on a call, in an email, regular check-ins, etc.

5. What can I do to support you to stay healthy at work?

For example, regular feedback and catch ups, flexible working, explaining wider developments in the organisation.

Health and wellbeing support

1. What potential situations in the workplace could cause poor mental or physical health for you? Or are there any situations that are causing your poor mental or physical health?

Note any situations or stressors that impact your mental or physical health. For example, tight deadlines, sudden schedule changes, or complex team dynamics.

2. How might experiencing stress or poor mental or physical health impact your work? Or how is this impacting your work?

For example, difficulty in decision-making, confusion, headaches, fatigue, missing deadlines, difficulty with concentration, etc.

3. What coping strategies and supportive actions can we put in place together to support you?

List strategies or adjustments that help you manage stress or prevent mental and physical health challenges. For example, flexible working hours, workload adjustments, or taking a short break. Would extra catch-up time with your manager, guidance on prioritising workload, flexible working, or consideration of adjustments be helpful?

4. Are there any signs that we might notice when you are starting to experience stress or poor mental or physical health?

For example, changes in normal working patterns and routines, and withdrawal from social interaction with colleagues.

5. If we notice warning signs, what should we do?

For example, should we talk to you discreetly about it? Signpost you to organisational MHFAiders® or the employee assistance programme (if we have one).

6. What steps can you take if you start to experience poor mental or physical health at work?

For example, take a break from your desk, go for a short walk, and ask your manager for support.

7. Is there anything in this document that you think would be useful for other team members to know? If so, how would you like us to communicate this to them?

For example, via email or in a team session on wellbeing. This can support open conversations about wellbeing, promote understanding, and help the team work more effectively together.

8. Are there any commitments you can make to help support your wellbeing?

For example, keeping your manager updated on any changes in personal circumstances and updating this plan.

9. Is there anything else you would like to share?

Support with a mental health condition

This section is only to be completed if the employee has a diagnosed mental health condition that they have shared with you.

1. If you feel comfortable telling me, what is your diagnosed mental health condition?

For example, bipolar, generalised anxiety disorder, etc.

2. If you feel comfortable telling me, how do you manage your condition?

For example, professional support, self-care, etc.

3. Are there any signs or symptoms of any deterioration in your mental health that I should be aware of?

For example, changes in appearance, mood swings, energy levels, etc.

My plan for working well: Template cont.

4. Do you have a plan for if your mental health deteriorates? If so, how can I support you with this?

For example, support groups, resources, etc.

5. Do you have a mental health worker, team or family member that supports you?

For example, a psychiatrist, support worker, partner, family member, etc.

6. If we are concerned about your health and safety, are you happy for me or our HR or People team to contact them?

If yes, please provide contact details.

Thank you for sharing this information. If anything changes at any point, please feel free to let me know. You do not need to wait for a formal one-to-one or review. We want to support you to be at your best at work.



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