

Manager's Checklist:

Opening Up Conversations About Mental Well-Being in the Workplace

How often do we make space for mental health conversations at work?

Likely, not often enough. We've rounded up a quick guide to empower managers to dive deeper into workplace wellness check-ins. Learning how to approach these conversations about mental health and well-being can play a big role in the health and success of your team.

Build the container

Discussing mental well-being requires a deep level of trust. Before you dive into this conversation, reflect on the relationship you have with your team.

Consider the possible outcomes and set up the conversation in a way that you'll feel comfortable providing guidance and appropriate resources.

Plan to keep the conversations focused on what would help your employees feel supported and understood at work, and what you're able to control in this situation (avoid any diagnosis or medical advice).

Know your resources

Understand your company's commitment to employee mental well-being, and know what tools and resources are available for your team's mental health.

Get confident with the ins and outs of your benefits or wellness offerings—and when to suggest their usage.

Align with your HR team about if/when they should be looped into a conversation about an employee's mental health for optimal support.

Set up the session

Reach out to your team individually to preface the conversation and give context around the goals—ensuring you know what kind of support you're able to provide.

Set an agenda or send prompts in advance so your team knows what to expect and how to prepare.

Make the conversation optional—remove the pressure to disclose anything they (or you) aren't comfortable sharing.

Get curious

Actively listen—and ask the right questions, such as, *"What practices do you have in place to prioritize your well-being? What more could we do as a team, or you on your own to prioritize our own well-being? How can I help?"*

The goal is to understand what your employees need to be their happiest, healthiest selves at work—and how you can support them in that endeavor. But make it clear that it's okay not to feel okay.

Make a plan

Establish at least one way your employee can ameliorate their mental well-being and ask them to try prioritizing that (taking a walk, talking to a therapist, etc.).

Set up your next check-in time together.

Plan to follow up about this action item next time.

Calm gives you the opportunity to strengthen your mental and emotional capacity to be better prepared to navigate the inevitable highs and lows of work and life. Try listening to this [mindful listening meditation](#) before the conversations to prepare and ground yourself.