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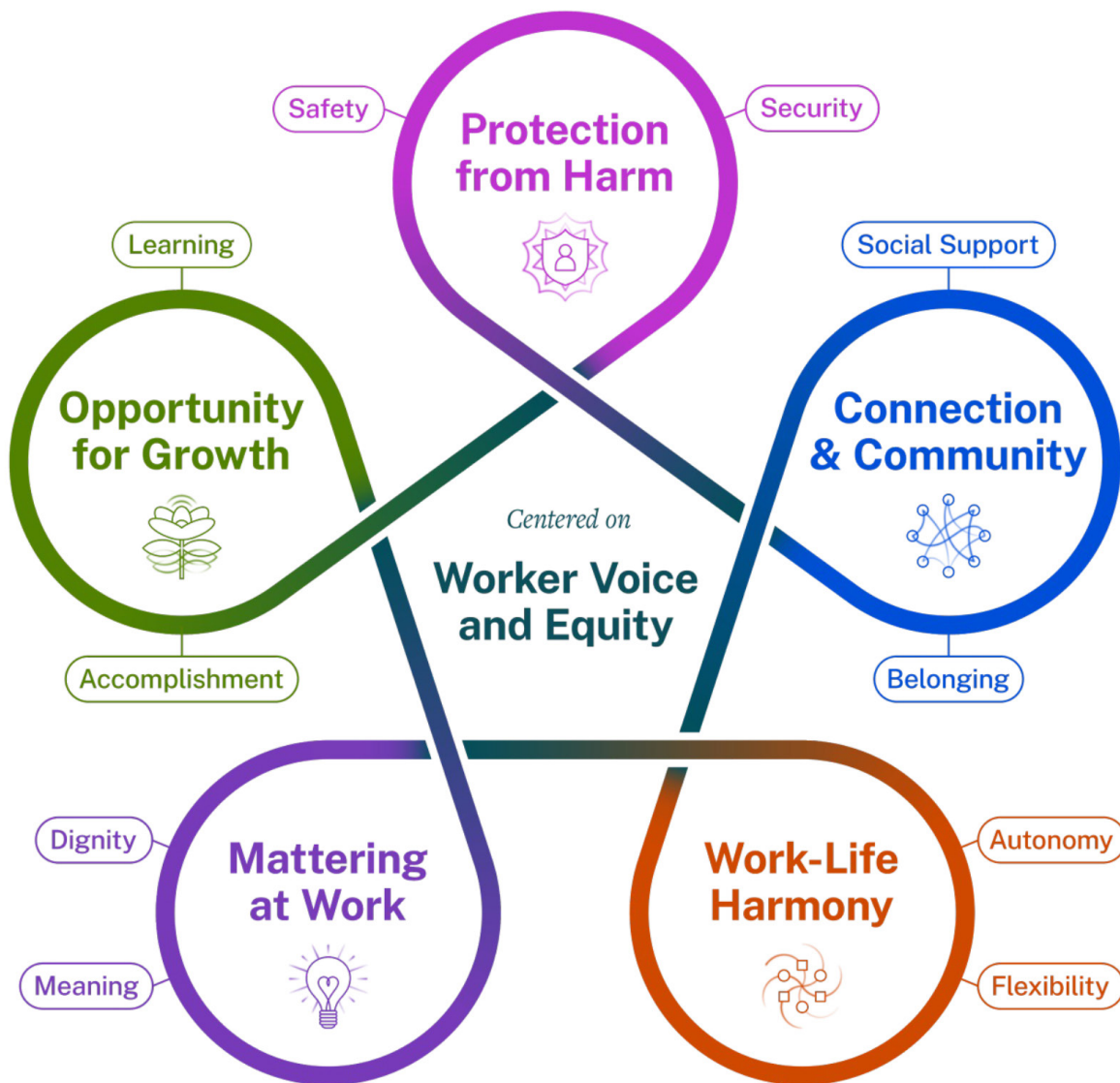
# Mental Health in the Workplace

CBHC CONFERENCE 2023  
WORKBOOK

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## Mental Health in the Workplace CBHC Conference 2023

*This workbook will guide you in developing ideas and strategies to promote mental health and wellbeing in your workplace using the 5 Essentials from the U.S Surgeon Generals Framework for Workplace Mental Health and Wellbeing (2022). The following essentials provide you with a starting point and framework for sparking ideas around how you can promote mental health and well-being in your organization.*





## Essential #1 Protection from Harm

Feeling safe and secure is a basic human need, in life and especially in the workplace. Organizations can promote mental health and wellbeing by ensuring employees feel both physically and psychologically safe.

### How to Promote:

- Safety compliance
- Consider length of working hours
- Sensitivity training
- Normalize, support and destigmatize mental health
- Create an inclusive work culture

### Reflect

Rate your workplace experience related to Safety and Security:

On a scale of 1-10, how would you rate your agreement with the following statements:

(1 =strongly disagree, 10=strongly agree):

Rate

- |   |       |
|---|-------|
| a. I am safe at work.                                       | _____ |
| b. I am accepted in my workplace.                           | _____ |
| c. I am appreciated in my workplace.                        | _____ |
| d. I am able to rest and reset at work and outside of work. | _____ |

Thoughts on my ratings as they relate to my mental health:

### Presentation Notes:



## Questions for Discussion

1. Thinking of your staff and organization, what dangers or hazards either internally or externally are present that could threaten physical safety? Do common injuries or threats occur? Have you heard colleagues express concerns related to their safety?

2. Thinking about your co-workers and organization, what threats to psychological safety arise in your workplace? Have you noticed issues between colleagues? Issues between employees and clients? Do staff members feel comfortable and able to report on these issues and know who to go to?

3. What are your ideas for promoting physical safety and/or psychological safety for your organization? What could be promoted, improved, or provided to make everyone feel safer at work? If you are unsure, what could you do to learn more about the safety needs of your team?



## Plan

Identify and list a few ways your lowest score from above could be increased. How could you help yourself or others to feel more like work was a safe place to be and to interact with others?

What will you do to put this plan into action?

## Essential #2 Connection and Community

Humans have an innate need for social support and connection; therefore, it is crucial for organizations to create cultures of inclusion and belonging.

### How to Promote:

- Create cultures of inclusion and belonging
- Cultivate trusting relationships
- Foster collaboration and teamwork

### Reflect


Please rate your workplace experience related to Connection & Community:

On a scale of 1-10, how would you rate your agreement with the following statements:

(1 =strongly disagree, 10=strongly agree):

Rate

- |   |       |
|---|-------|
| a) I am included in workplace decisions.                      | _____ |
| b) I feel a sense of belonging in my workplace.               | _____ |
| c) I trust others to support me and my needs.                 | _____ |
| d) Collaboration and teamwork are emphasized in my workplace. | _____ |




Thoughts on my ratings as they relate to my mental health:

**Presentation Notes:**

**Questions for Discussion**

- 1) Describe the social connections you currently have within your workplace. How satisfied are you with these connections? Do you feel included in key decisions or changes made within the organization? What are the opportunities for you to make and develop connections outside of work?

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- 2) Imagine an ideal workday where you feel secure, heard, and accepted. What would need to happen at your organization to feel this way?

- 3) What are your ideas for supporting connection and community within your workplace? What could be promoted, improved, or provided to help you and others feel more connected to one another? If you are unsure, what could you do to learn more about the social support and connection needs of your team?

### Plan

Identify and list a few ways your lowest score from above could be increased. How could you help yourself or other staff to create more inclusion and belonging within your organization and amongst employees?

What can you do to put this plan into action?



## Essential #3 Work-Life Harmony

Flexibility and autonomy support people in managing work and non-work demands. They help to decrease stress, promote retention and productivity.

### How to Promote:

- Increase autonomy
- Flexible schedules
- Increase access to paid leave
- Set and respect boundaries

### Reflect

On a scale of 1-10, how would you rate your agreement with the following statements:

(1 =strongly disagree, 10=strongly agree):

Rate

- |   |       |
|---|-------|
| a) I have autonomy at work.                                   | _____ |
| b) My work schedule is flexible enough for my personal needs. | _____ |
| c) I take time off when needed.                               | _____ |
| d) My work hours are honored.                                 | _____ |
| e) Others at work respect my boundaries.                      | _____ |

Thoughts on ratings as it relates to my mental health:

### Presentation Notes:





## Questions for Discussion

- 1) Reflect on the amount of flexibility and autonomy you and staff members have. Are you satisfied with your experience in this area? How could flexibility and autonomy be improved in your organization? What role could you play in this process?

- 2) How is healthy work-life balance modeled and promoted? Are staff comfortable expressing their needs or asking for time off? Do you recognize areas of micromanagement within your team?

- 3) What are your essential boundaries at work as they relate to your time, physical space, emotional energy, intellectual process? How do others support or cross these boundaries? How could these boundaries be more clearly set? What do you need from your organization to support your boundaries?



## Plan

Identify and list a few ways your lowest score from above could be increased. How could you help yourself, your staff, or your colleagues to cultivate better work-life harmony?

What can you do to put this plan into action?

## Essential #4 Mattering at Work

People want to know they matter at work, and to those around them. Being respected and valued are basic human needs that require attending to in the workplace. Additionally, experiencing an individual sense of purpose or significance also helps a person to feel like the work they do matters.

### How to Promote:

- Provide a living wage
- Engage workers in workplace decisions
- Build a culture of gratitude and appreciation
- Connect individual work with organizational mission


### Reflect

On a scale of 1-10, how would you rate your agreement with the following statements:

(1 =strongly disagree, 10=strongly agree):

Rate

- |  |       |
|--|-------|
| a) I am provided with a living wage.                           | _____ |
| b) I am engaged in workplace decisions.                        | _____ |
| c) My efforts are recognized and acknowledged by others.       | _____ |
| d) My feedback is valued and has an impact on my organization. | _____ |
| e) My work has an impact on my organization's mission.         | _____ |




Thoughts on my ratings as they relate to my mental health:

**Presentation Notes:**

### Questions for Discussion

- 1) How is appreciation demonstrated among colleagues in your organization? Does this align with how you prefer to be recognized for your contributions? What could others do to make you feel appreciated?

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- 2) Think about your individual contribution on a daily basis. How does the work you do support and contribute to the success of your organization? In what ways are you supporting others or fulfilling your works mission?

- 3) What do you need from your work community to feel more like you matter? What would having this need met change for you?

### Action Plan

Identify and list a few ways your lowest score from above could be increased. How could you help yourself or your staff to feel more like they matter?

What can you do to put this plan into action?

**Bonus Activity:** Before the end of this presentation, share with one member of your table how they have positively contributed to your learning experience today.



## Essential #5 Opportunity for Growth

Humans have a natural desire to learn, grow, and better themselves which is why supporting opportunities for growth in the workplace is so important for mental health and wellbeing.

### How to Promote:

- Offer quality training education and mentoring
- Foster clear equitable pathways for career advancement
- Ensure relevant reciprocal feedback

### Reflect

On a scale of 1-10, how would you rate your agreement with the following statements:

(1 =strongly disagree, 10=strongly agree):

Rate

a) I am offered quality training and education at my work.

\_\_\_\_\_

b) Advancement opportunities are clear and equitable.

\_\_\_\_\_

c) Feedback is given and received in a way that supports my growth.

\_\_\_\_\_

Thoughts on ratings as it relates to my mental health:

### Presentation Notes:



### Questions for Discussion:

- 1) How have you grown professionally in the last year? Are there areas of your business or industry you would like to learn more about?

- 2) How do you think increased opportunity for growth could help your mental health or your organization?

- 3) What does professional development or training look like in your organization? Are there mentorship or networking opportunities? If so, are they accessible and promoted? If none of these exist, what could they look like?

- 4) What do you need at work to experience more opportunities for growth? What would having this need met change for you?



## Plan

Identify and list a few ways your lowest rating from above could be increased. How could you help yourself or your organization to have more opportunities for growth?

What can you do to put this plan into action?