

Improve Mental Health Practices in the Workplace

[Take Action Checklist]

TOTALWELLNESS



- Spread Awareness**
TAKE ACTION: Share resources in a variety of formats and openly discuss how your company supports mental health initiatives.
- Train Managers**
TAKE ACTION: Lookout for online training that focuses on mental well-being in the workplace. Coursera offers free and paid courses like [Psychological First Aid](#) that can be used as mental health training resources.
- Encourage Days Off**
TAKE ACTION: If you already have some policies in place for mental health days, review those policies to see if they can better support employees.
- Offer Screening Resources**
TAKE ACTION: Make it a point to address mental health often with your team. Consider regularly emailing out resources. You can also share [mental health tests](#) for them to take in private to see where they may be struggling. Don't forget to share mental health resources (you'll find a listing of those at the end of this toolkit!)
- Walk the Walk**
TAKE ACTION: Tell your team when you go on vacation or take a mental health day. Encourage them to take time off, too. As a manager, if you're heading out the door for a walking break or to meditate outside, let it be known. Ask employees to join you. Think of ways to make it feel natural to focus on self-care that encompasses mental health benefits.
- Check- In**
TAKE ACTION: Ask your remote team how they'd like to keep those connections thriving. Look at ways to have team members connect more frequently individually and in groups.
- Lead the Way to Support**
TAKE ACTION: Share ways your employees can get mental health resources through the company and in the community. Hang flyers, send emails, and keep mental health packets on hand in HR to give out to anyone struggling.
- Review Benefits Often**
TAKE ACTION: Look over your company's benefits offerings every six months or so to see if the plan your company offers is still useful to employees. Shop around and compare benefits packages from different companies, too.