



Review and share

Creating a mentally healthy workplace

Reviewing specific actions

Reviewing your progress is a key part of your action plan. It gives you a chance to assess how you're getting on, what's working well and where to focus your efforts.

Use this form to help you understand how effective the action you implemented was in creating change in your organisation.

To get the information needed to fill out this form ask for feedback from staff and use human resources information.

If, after implementing your chosen action/s, your organisation's score is low, think about what you could change to make the action more successful, or try something different. If you try the action again after making the necessary changes, use this form again to see how things have improved.

Remember to share your progress with your employees, get feedback and use this to tailor your approach. You might also want to share what you're doing with clients, customers and the wider community.

This is also a good opportunity to acknowledge the efforts of all employees in supporting the action plan implementation, and encourage everyone to play an active role in creating a mentally healthy workplace



CONSIDER THE SPECIFIC ACTION YOU WOULD LIKE TO REVIEW

Action to review:

1 Was the action implemented successfully?

Low Medium High

Implementing workplace mental health initiatives is about successfully managing risks, using resources effectively and communicating the need for change. So, don't limit your assessment to financial considerations, also think about time, staff participation, resources used and communication strategies.

2 Did the action meet the expectations of staff?

Low Medium High

If the roll out of your action has received positive feedback, it is more likely to achieve the desired outcomes in the long run. If not, it risks undermining future efforts to engage staff in initiatives to improve workplace mental health.

3 Did the implementation of the action meet my expectations?

Low Medium High

The 'on the ground' reality of the action should align with your organisation's vision and goals.

Score

Low = 1 Medium = 2 High = 3

My total score is: _____

Date: _____

If you scored:

3-4: Your organisation/team needs work – Most parts of the implemented workplace mental health action did not go to plan. If you would like to complete this action again, consider what changes need to be made in order for it to be more successful.

5-7: Your organisation/team is getting better – Some aspects of this workplace mental health action worked, and others didn't. Consider what you could change next time for it to be more successful, or what more you may need to do.

8-9: Your organisation/team is doing great – You and your staff are pleased with the roll out of this workplace mental health action, increasing the likelihood that it has the intended impact.

For more advice on creating a mentally healthy workplace visit www.headsup.org.au