

TEAM VITAL SIGNS CHECKLIST

Congratulations on taking the first step to better understanding your team and how you can all work better to be extraordinary.

- ✓ This checklist is intended to be used by leaders and managers like you who would like to review their approach to teamwork and try some new techniques.
- ✓ Simply answer each question on the checklist and calculate your score for each section.
- ✓ Your score will give you an indication about where you stand with your team and guidance on what you can do to improve.
- ✓ Armed with this knowledge, you will be able to make informed decisions about how best to reinvigorate our team to achieve maximum results for a stellar year ahead.
- ✓ Remember, it is far better to have an accurate low score than an incorrect high score! So be honest as you answer the questions.
- ✓ This checklist is split into 3 parts: how your team is Feeling, functioning and being supported. *Let's start!*

MENTAL HEALTH CHECKLIST*

1 Have you talked about the 'Change Curve' (also referred to as the grief curve) with your team about how they coped with 2020?

BREAK THE ICE

Talking about the grief curve is a good 'ice breaker' to get people to open up about how they are feeling. Lead the way and open up on where you stand and what sort of process you have gone through. You can also do an activity of using the floor as a curve and asking people to stand at the point where they currently feel.

2 Are you talking about mental health frequently to combat the stigma attached to it?

PUT MENTAL HEALTH ON THE TABLE

How are you going to put mental health on the table for 2021? Will you add it to your team meeting agenda or your one-on-one meetings?

3 Do you recognise the signs of mental health issues in the workplace?

PAY ATTENTION TO YOUR TEAM

You don't need to be a psychologist to know some of the signs of a mental health issue. Do you regularly reflect on your teams behaviour? For example, anyone who is normally bright and cheery is now normally distant and disengaged? Someone who is normally very productive now seems distracted and lazy?

* This is not to be confused with any authorised medical/psychological checklist on mental health

Are you demonstrating Vulnerability as a leader?

LEAD BY EXAMPLE

Are you prepared to be vulnerable yourself and lead the way? Is there something you can share in your life that will help people also share their stories?

Listening Skills

EMPATHY WORKS

Are you a good listener? Can you improve your listening skills? If someone does open up to you, do not try and 'fix' their issue, listen with empathy and understanding is what you need to do. From a work perspective, you can ask simple questions such as 'What can we do to make life easier for you?' or 'What can I take off you to release the pressure a bit?'

Outta Ten

TAKE THEIR TEMPERATURE

A simple technique for exploring how your team is feeling is asking them how they feel 'Out of 10'. You can ask this generally or about a specific topic. Some people will naturally open up and others will find it difficult at first. If someone is feeling great (nine or 10) then ask them why - as this will be infectious to the rest of the group. If someone is feeling down, you can ask them if they would like to expand, but if they don't want to, then don't push it. You don't want people to feel too exposed. If you can, catch up with them later and ask them privately if they would like to talk about anything.

WHY Moments

THE LITTLE STUFF MATTERS

This technique is very useful at the start of your team meeting - or at the end. This is where someone (it can be more than one person) volunteers a small action that has taken place where someone in the team has helped them out. It may be a simple gesture where someone has helped the person catch up on their work when they were behind, or gave them a 'pat on the back' when they were feeling down etc. Small things make a big difference! If no one can think of anything then that is OK, but get in the habit of doing this at every major meeting.









Laughter and Humour

KEEP IT LIGHT!

Are you smiling enough? Laughing enough? When was the last time you attempted to tell a joke or a light-hearted story? Some people are naturally good joke tellers or story tellers, and you may not be one of them, but it is the intent that counts! People will react well to you trying to lighten the mood. Take care to have appropriate humour, otherwise it will have the opposite effect.

MENTAL HEALTH OFF

Tick as each Mental Health activity has been completed.

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

There are 8 Mental Health questions. How did you go? What was your score?

Score 0-2: That is great – you know you have a clean slate to start with. You don't have to do exactly what this checklist says, but start with an activity you feel comfortable with. At least get your team together and talk about the checklist and start the conversation.

Score 3-5: Good start! You are on your way to helping your team have a great year. Reflect on the activities you have done and what worked and what wasn't as successful. Then look at the remaining items on the checklist and make a plan.

Score 6-8: Great work. You have done a lot to help your team with their approach to work in 2021. Now you need to keep monitoring your team's mental health every month as things will rise and fall as the year goes on.

Congratulations!