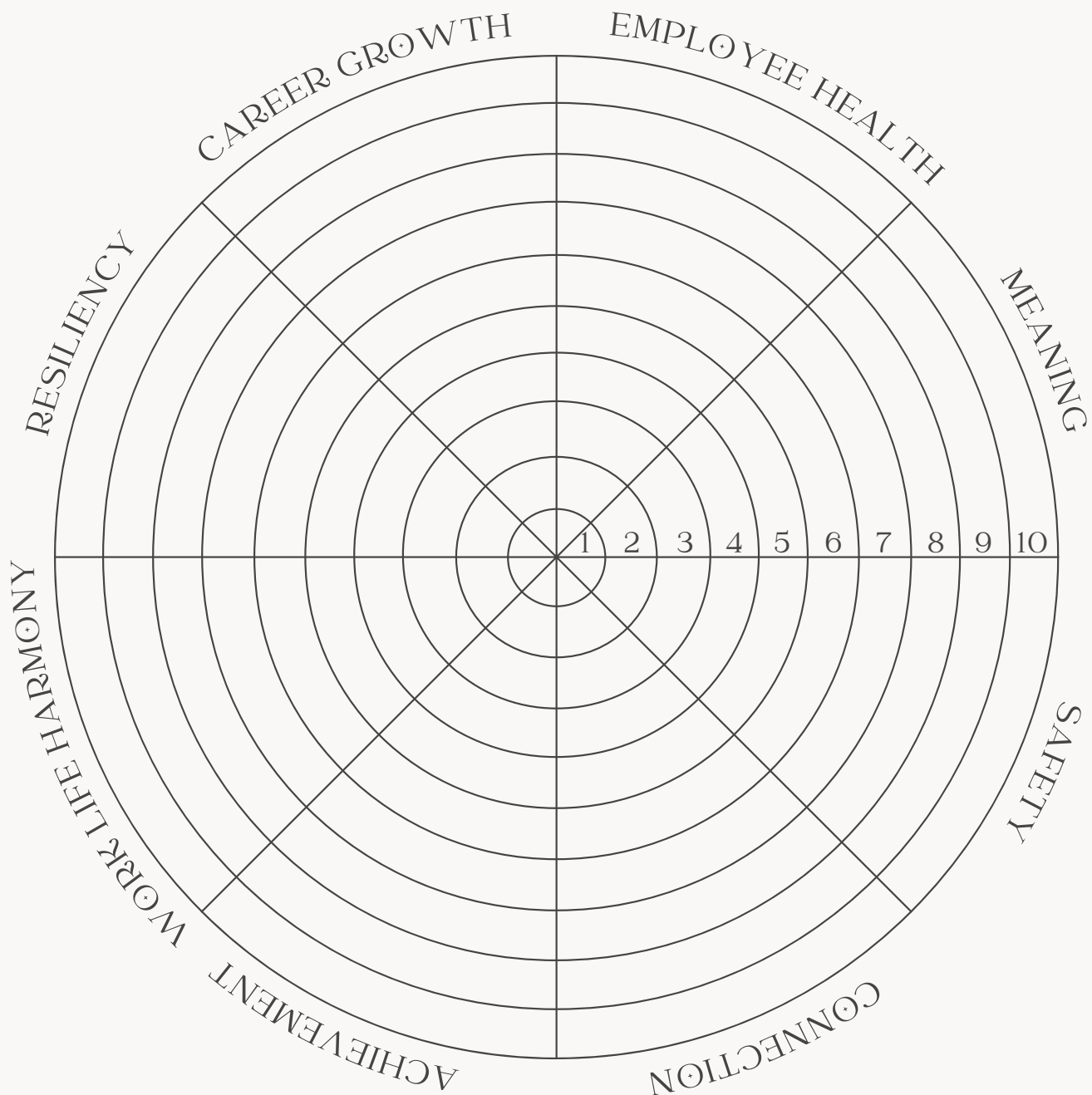# INDEX

HOW TO USE THE INDEX

- THINK ABOUT THE WELLBEING AND CULTURE TOPIC BELOW FOR YOUR WORK AREA(S). DEFINITIONS ARE ON PG 2.
- BASED ON YOUR PERCEPTIONS OR WITH YOUR TEAM'S INPUT, RATE EACH AREA FROM 1 - 10 BY COLORING IN EACH PIE PIECE (1 IS LOW, 10 IS HIGH).
- FOR THE LOWEST SCORING TOPICS, CONSIDER DISCUSSING GOALS/INTENTIONAL FOCUS IDEAS WITH YOUR TEAMS INPUT. RESOURCES ARE ON PAGE 3.

Wheel diagram with segments labeled: CAREER GROWTH, EMPLOYEE HEALTH, MEANING, SAFETY, CONNECTION, ACHIEVEMENT, WORK LIFE HARMONY, RESILIENCY. Radial scale numbered 1 2 3 4 5 6 7 8 9 10.

Information and resources adapted using the The Surgeon Generals Framework for Workplace Mental Health and Well-Being and WELCOA (Wellness Council of America)

DEFINITIONS

Health:
Beyond the absence of mental/physical illness, health is a feeling of strength and energy from your body and mind. *"The majority of my employees are in good health."*

Meaning:
Feeling part of something bigger than yourself. Knowing your work matters. Having purpose in life. *"Overall, my employees find meaning in their work – they are connected to the broad purpose and significance of their work."*

Safety:
Knowing you are safe from physical <u>and</u> psychological harm at work. Feeling secure enough to take calculated risks and show vulnerability. Free of concern about meeting basic life needs. *"Employees in my department are safe from physical harm and non-physical harm including injury, illness, discrimination, bullying, and harrassment."*

Resilience:
Viewing life with optimism. Feeling validated and encouraged. *"My employees are able to cope with or have the resources to manage setbacks or difficult life/work events – both physically and emotionally."*

Achievement:
Feeling you have the support, resources and autonomy to achieve your goals. Employees feel seen, respected, needed, and valued.
"My staff receive <u>frequent</u> recognition from both coworkers and supervisors/managers."

Work-Life Harmony:
The ability to integrate work and non-work demands, for all workers, rests on the human needs of autonomy and flexibility. *"My employees are able to successfully balance work/non-work demands (includes respected boundaries between work/nonwork time, predictable schedules, etc)."*

Career Growth:
Feeling like you are progressing in your career and have opportunities for learning and accomplishment. *"My employees have opportunities for learning new skills/knowledge in their roles as well as feeling accomplishment in meeting department goals and having an impact."*

Connection:
Experiencing positive, trusting relationships with others. *"Within my department, my staff feel a sense of belonging, acceptance, and social support."*
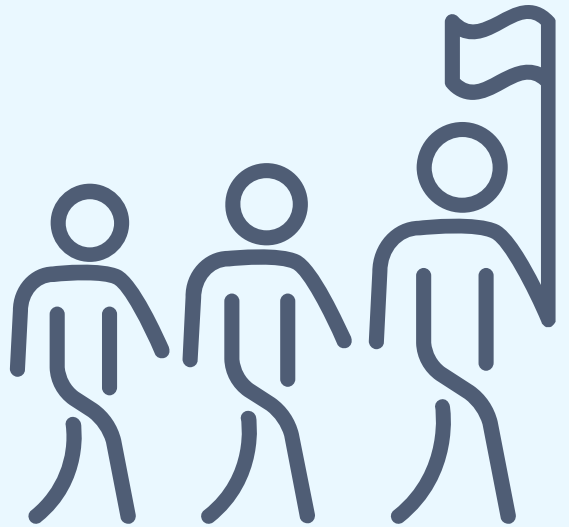

WELL BEING IS
The active pursuit to understand and fulfill individual human needs. This allows you to reach a state where you are thriving and able to realize your full potential in all aspects of life.

CULTURE IS
Behaviors and actions, attitudes, and work practices.

As you utilize the Index, integrate the information you learned or are learning in the HR/Learning Center Leadership Program.

Employee Wellness is ready to partner! Contact us to strategize ideas to help your employees thrive.

RESOURCES & IDEAS

HEALTH

- Normalize mental health and/or well-being support. Employees can connect with a health coach through EAP or Love Your Life/Cleveland Clinic for support in whatever they are working to achieve.
- Commit to healthy meetings by choosing 2 or more meaningful guidelines relevant to your group.
- Take 10 - Create breaks where your team can step away from the workspace (Walking, Games, Meditation, etc).

MEANING

- Engage employees in workplace decisions such as goals and objectives.
- Connect individual's work to the organizational mission. Leaders can reinforce the connections by personally acknowledging the different roles of individuals, teams, and departments in achieving organizational and departmental goals.

SAFETY

- Click this link to discover ways you can Drive Equity in the Workforce.
- Article on strategies to foster psychological safety in the workplace.
- Enable adequate rest to combat fatigue - consider length of shifts, number of overtime hours, and offline rest/refresh time.

RESILIENCE

- Normalize mental health support - Employees can connect with EAP for support or referrals.
- Ensure all employees are taking breaks including meals and short breaks as well as vacation days.
- Article about how leaders can model empathy, agility and transparency.

ACHIEVEMENT

- Build a departmental culture where you recognize employees and they recognize each other. Staff who receive frequent appreciation from coworkers/supervisors are more likely to recognize and appreciate others.
- Download Gallup's report on Amplifying Wellbeing at Work through the Power of Recognition.

WORK-LIFE HARMONY

- Article and resources/ideas on How to Give More Control to Employees.
- Allow predictability (and input if possible) in work schedules.
- Respect boundaries between personal and professional time.
- Article on behavioral approach to work-life.

CAREER GROWTH

- Periodically check in on your employees career goals, continuing education opportunities, and certification opportunities.
- ARHS Human Resources offers programs for career growth:
  - Nominate an employee for the next ARHS Emerging Leader program designed to build leadership skillset and confidence in work roles. Contact HR for more info.
  - Tuition reimbursement is available for all employees - contact Sam Crabbe for more info.
  - CNA Certification through CCC&TI - 100% Paid Expenses. Contact Sam Crabbe for more info.

CONNECTION

- Article on Improving Social Connections in the Workplace
- Check in at the start of department meetings - Rose, Bud, Thorn exercise (personal or professional).
- Organizational leaders, supervisors, and project managers can communicate the importance of teamwork, encourage regular communication, model authenticity, provide teams with effective collaboration tools, and include time for non-work connection.

FOR MORE INFORMATION:

LINK TO THE SURGEON GENERAL FRAMEWORK ON MENTAL WELL-BEING
LINK FOR EMPLOYEE WELLNESS CONTACT INFORMATION