Take the lead – talk about your emotional wellbeing

Planning the meeting

Your thinking
Think about the changes you may have noticed in yourself:

- **Your work performance** – has your output reduced, have you been missing deadlines, do you find yourself making more errors than normal, have you found more difficulty in making decisions, have you struggled to plan and organise effectively?

- **Your work relationships** – have you noticed more tension and conflict in your work relationships, have you noticed changes in your behaviour and attitude towards others, have you found yourself less sociable or withdrawn, have you found yourself louder or more disruptive than before?

- **Your attitudes and behaviours** – have you found yourself less motivated, have you been working fewer hours, has your absence increased, have your energy levels changed, have you become more problem-focused, do you find you are complaining more?

- **Your general health** – have you suffered with more headaches, aches and pains, general tiredness than usual?

Consider your message and the structure you use. You may use that structure to focus your preparation by using the ‘preparing for a meeting about managing our pressures’ worksheet that will provide a useful basis.

Consider what you want to achieve from the meeting

As part of your preparation for the meeting, you should consider what you want to achieve from it – having a clear sense of purpose for the conversation is important.

This will help you maintain focus on what it is you want to achieve and becomes a great steer if you find things going off track. Ask yourself, what is the ideal outcome for the conversation?

- Do you need specific input or help?
- Is this help practical or support based?
- Identify roles you each play in supporting your wellbeing.

Having the conversation

Initially clarifying the purpose of the conversation

Being prepared to discuss the purpose of the conversation and clarify the aims on both sides and think about why you are here and what you want to achieve together.

Exploring your thinking, thoughts and feeling supported by the facts

Presenting your thoughts and feelings about what is going on for you at the moment. It is important to make use of facts and concrete examples that will help to clarify your points and really let your manager know what has happened or is happening in order for you to work towards solutions.
Ensure your solutions are heard
If you have used the ‘planning for a meeting’ worksheet part of your preparation it will have involved identifying challenging areas using the six essentials framework and noting down some areas for action based on these.

By being specific and solution focused you and your manager will be more likely to understand the issue and see how they can work with you to address it.

As you are in the discussion, it is worth remembering that your manager is probably nervous about the discussion as well, this could lead to them rushing to reassure you without understanding or making concrete actions, or it could feel like they are trying to dismiss your concerns. This is particularly true if they are feeling under pressure themselves. If this happens, remember to stay calm.

You can use the PACR technique if you are feeling upset or overwhelmed by your emotions, it will help you to take a moment and make sure that the conversation remains on the right track.

After you have discussed the things that are happening, discuss your actions and solutions with the aim of rebalancing your wellbeing.

Committing to actions
You are likely to have lots of thoughts about different solutions for the issues you have raised but take this time to explore what ideas will best help at this moment. Following this, it will be useful to think about what exactly you will do to achieve this, what help you may need from others and what it is that may be a barrier to you in arriving at that point.

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