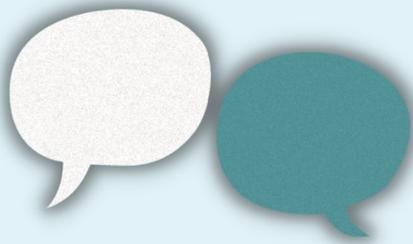


# ARE YOU A PEOPLE MANAGER?

Do you know how to support your employees through the mentally-tough times?

## Make talking about mental health an everyday thing

Checking in regularly in a positive, low-key way tells your team that they won't be judged for talking about how they're feeling.



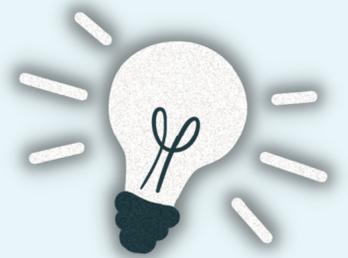
It's as easy as asking:

- How are you doing?
- How's life? How's the whānau?
- What's been happening in your world?
- You haven't been yourself lately, anything up?
- Work's been pretty full on lately, how're you managing?

## Ask open questions to explore what's going on

Try saying:

- Have you spoken to anyone else about this?
- What would be a good first step for us to take?
- How can I help?
- What has helped in the past?
- What can we change to make life easier?



## Problem solve together

Find solutions that work both for you and your team member. Focus on the strengths and abilities they bring to the workplace, and keep an open mind about what supports or adjustments they might need.



## Use the power of focused listening

Try not to jump to solutions. You don't need to have all the answers – just listening can really help.



## Understand what other supports are out there

Remember, it's not your job to be a counsellor – there may be other help available like:

- Employee Assistance Programmes (EAPs)
- Their family, whānau and friends
- Community leaders e.g., their church ministers or local kaumātua
- Their GP.



## Put yourself in their shoes

Hold off from judging them and their choices. Focus on what's best for them rather than what you would do if you were in their situation.



**OPENMINDS**  
OPENING THE CONVERSATION IN THE WORKPLACE

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