

Doing Well

A Plug and Play Wellbeing Activity Guide for Leaders



Our research tells us that we ‘lead others to where we ourselves are at.’ This means that if we are in a place of exhaustion, cynicism or burnout, the chances are we are also leading our teams to this place. Leaders act as a role model for others to follow or emulate. Leaders are now expected to model behaviours that positively contribute to the wellbeing and resilience of your teams.

To prevent harm and promote mental health and wellbeing at work, proactive practices need to be sustained through time. The **Doing Well** cards provide a set of proactive and practical methods to support wellbeing through stress, uncertainty and life’s ups and downs.

We recognise that leadership is a tricky business especially in times of stress and uncertainty. To help, we have put together some specific wellbeing conversation starters, activities and ways leaders can use the **Doing Well** cards to enhance their leadership and support their people.



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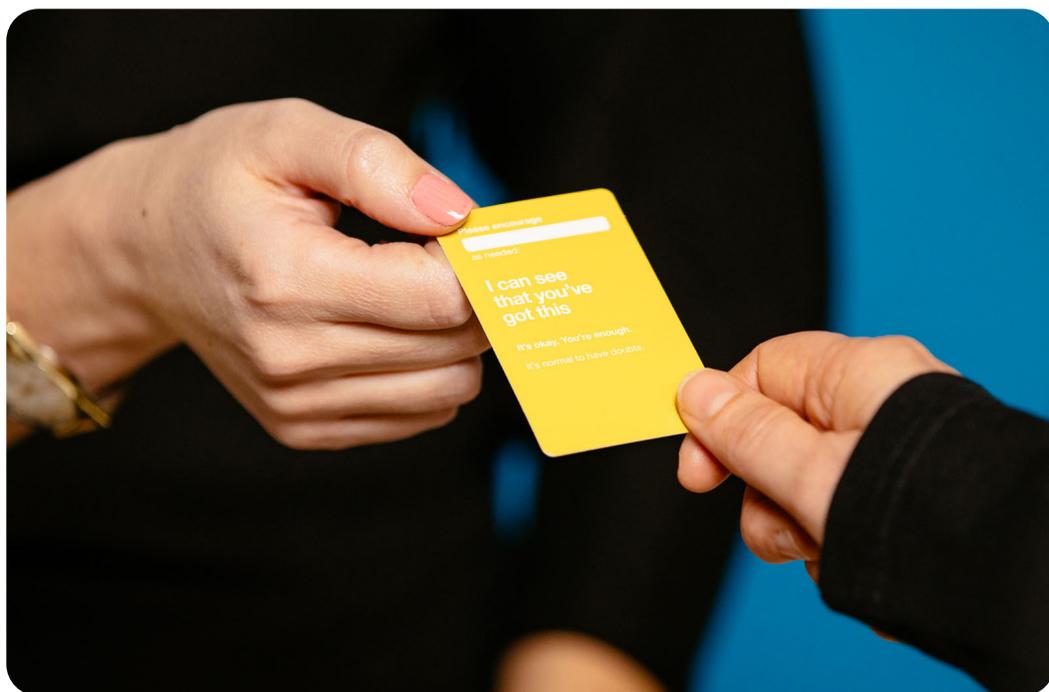
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Before you Start:

Check yourself – Timing is everything

The most important step is to check in with yourself. Leadership brings with it times where we can feel alone, wobbly and exhausted. Before running some of these exercises with your colleagues and team members, it is good to first check that now is a good time for you to engage with others on their wellbeing. The energy you bring to the conversations will have as much, if not more, of an impact than the conversations themselves. The questions below can help you determine if you are in the right space to hold these conversations. If the answer is no, then reschedule or seek support from an external facilitator or colleague to assist in running the sessions.

1. Are you feeling in a good space to hear and support others with their emotions today?
2. Are you confident you can react in a non-defensive way to what you might hear?
3. Do you have the energy to facilitate a wellbeing conversation or meeting that may go longer than expected and will require active listening?



Tailor to your team:

It helps to consider the following factors when choosing an activity from the menu:

- The particular privacy needs of individuals in the team. What level of sharing are they comfortable with?
- The psychological safety of the team environment.
- Timing – Consider anniversaries for traumatic events and any known context regarding what is happening in the background for teams and individuals.

Nobuko Kamata,
Japan, Community
Recovery Worker
2011 Tsunami

**“And I have been
doubting and blaming
myself and thinking that
I am weak. Now you
are telling me that other
people feel these things
too? I realise now that I
am human. I feel like a
weight has been lifted
from my shoulders.”**

1

Team check in

This is a great way to check in with how people are doing, what is top of mind for them and become aware of any relevant work issues or challenges happening outside of work that are adding to people's load.

Instructions:

1. Choose a card that speaks to you and where you're at.
2. Take turns at sharing the card you picked.
3. If comfortable, share why you picked this card. (It's okay to 'pass').



2

Insider Trading

It can be difficult to start a group conversation about wellbeing in a comfortable way. Through this activity, with the cards as a focus, people feel more comfortable to share wellbeing challenges or strategies.

Instructions:

1. Take a **Doing Well** pack and remove the instruction card from the beginning of each theme set.
2. Remove the '**Design your own**' card at the end of each theme set.
3. Shuffle the remaining 88 cards and deal the cards out evenly to the group. (If your team is small you may want to do this activity with selected themes – the **Tips for turbulence** + **Prototype your body** cards for example.)
4. Circulate (standing up helps), sharing your cards individually with people and trading them (if you choose to). To trade a card, it helps to explain to the other person why their card is useful to you. The aim is to end up with the cards you find most useful.
5. If there's time, regather as a group and share the favourite card you ended up with – and why (sharing the why is optional).

3

Design your Methods

People respond and act when they feel a sense of agency, choice and buy-in. A creative exercise to enhance agency and buy-in with the **Doing Well** cards is the ‘**design your methods**’ exercise.

The ways the **Doing Well** cards can be used is limited only by your imagination. Giving your team creative scope can be both fun and surprising when you see what they can come up with!

Verbal instructions:

“The **Doing Well** box contains 100 cards. Your challenge in the next 10-15 minutes is to brainstorm ways we could use them as a team to help us with our wellbeing and resilience.”



4

Make a plan

There's a large gap between good intentions and a good plan. A plan increases your chance of success. But sometimes it's hard to find the time or space to make a plan. Don't underestimate the power of creating the time on your agenda so people can leave with a plan for their own wellbeing.

Instructions:

1. Make copies of the plan template — one for each person. You can access this on our website: <http://www.hummingly.co/tools-and-products>
2. Distribute one **Doing Well** card set to each person.
3. Have the team spend 15-20 minutes quietly flicking through their cards and picking the ones that speak to them – the ones that will be helpful to support their wellbeing. Their selected cards and your plan can remain private.
4. Each person lays the chosen cards on a plan template.
5. Make any when, who or how notes around the sides to help make it happen. Include a note about who can help keep them accountable (this might be someone outside work).
6. Take a photo. Or print a copy for the front of their notebook or send their plan to their accountability buddy.
7. Note a date in your team calendar to do this activity again or to remind people to revisit and refresh their plans. What each person needs in their plan may change depending on how they're feeling and the challenges they are facing.

5

Create a team plan

Wellbeing is an individual responsibility, a team responsibility and an organisational responsibility. Actions at the team level can build or undermine wellbeing. Creating a team plan helps unleash the power of the team and help create a team culture where wellbeing is important and intentionally supported.

Instructions:

1. Spread the cards on a table and gather around.
2. Together make a shortlist of cards that might be useful to your team.
3. Discuss and pick the cards your team want to commit to.
4. Place your chosen cards on an A4 or A3 page.
5. Write the date and note any specific actions. This is your team plan.
6. Decide when you will review progress on the plan and when it is time to select new cards. Note this on your calendar.
7. Keep the plan top of mind – display it where the team can see it or take photographs on your phones.

6

30-Day Challenge

Stress hormones dull our ability to listen to what our body needs, and we can get a long way through life without knowing what our body responds best to, especially under pressure. These small experiments help people work out how to support their body perform and stay well.

Instructions:

1. Lay the **Prototype your body** cards on a table and gather around.
2. Pick one activity that you will try collectively for 30 days. If more than one is popular, pick activities to try other months and note them on your calendar. If the team cannot choose one (we are all different after all) choose cards to try in smaller groups or individually over the next 30 days.
3. After 30 days, discuss the results. Did the activity on the card make a difference for you? Did you experience anything you didn't expect? Remember this is not a competition. Different things will work for different people. Instead, view this as an exercise in curiosity – this activity is step one in finding what works for you.
4. Each person then picks their own card they will try independently as the next step in getting curious about their body. People can choose the same card as someone else in the team if needed. Continue experimenting over time.

7

Display Challenge

Life is busy. Despite best intentions, we all know the expression, “Out of sight, out of mind.” Visual reminders can help keep wellbeing in people’s minds and prompt action.

Instructions:

1. Pick a (different) card each that you think is important to your own or the team’s collective wellbeing.
2. Each team member must find a way to display your card (determine any boundaries) so it is visible as a prompt for yourself or the team.

Examples to get you started: Turn your card into a screen saver, enlarge it into a poster, place it in the back of your lanyard...



8

Encourage, thank and celebrate

Encouragement, appreciation and celebration are vital to morale during times of stress and uncertainty.

Instructions:

1. With your team, in a relaxed atmosphere, say something along the lines of, “What we are doing is important but tough work and we have to be really thoughtful about how we encourage, thank, and celebrate our achievements.”
2. Take the ‘**design your own**’ card from each deck.
3. As a team, design 5 cards which express the way you want to encourage, thank and celebrate going forward. Like the rest of the **Doing Well** cards you can include tips, tricks, activities, quotes, or actions.
4. Place these cards in a prominent place and take photos of each of them. You can now send these cards to team members at the right moments.

9

Reach Out

A culture of support is crucially important to the wellbeing of those in the team or organisation. Yet in the busy-ness of life and work, it can be hard to remember or find the words to offer a bit of encouragement, praise or to show you care. Small gestures and knowing people care can make all the difference and help keep teams and organisations united through tough times.

Instructions:

1. Separate out the **Connect** and **Tips for Turbulence** cards (either in one set used collectively or each person brings their own set)
2. Select one card each that you'd like to send to someone in the team or the organisation with the intention of letting them know you care or are thinking of them. (Be very clear — this activity is about caring, supportive intent).
3. Find an appropriate way to show that person you are thinking of them. For example, leave the card on their desk (maybe with a note), take a photo and text it to them...

10

Make a decision

Cognitive science tells us that it becomes difficult for us to organise, prioritise, problem solve and make good decisions during times of stress. It is when the pressure is on that we need our decision-making powers to be at their best. Making poor decisions only adds to our load and our stress levels. This exercise can bring collective power and a more rigorous process to a decision.

Instructions:

1. Choose a team decision that needs to be made or ask a member of the team to bring a decision to the meeting.
2. Separate out the **Damn good decision** cards.
3. One card at a time, test the decision against the relevant questions. A whiteboard and scribe might be helpful.
4. Once you've completed this process a decision may be made, or the discussion may have provided useful food for thought to inform the decision-making process.

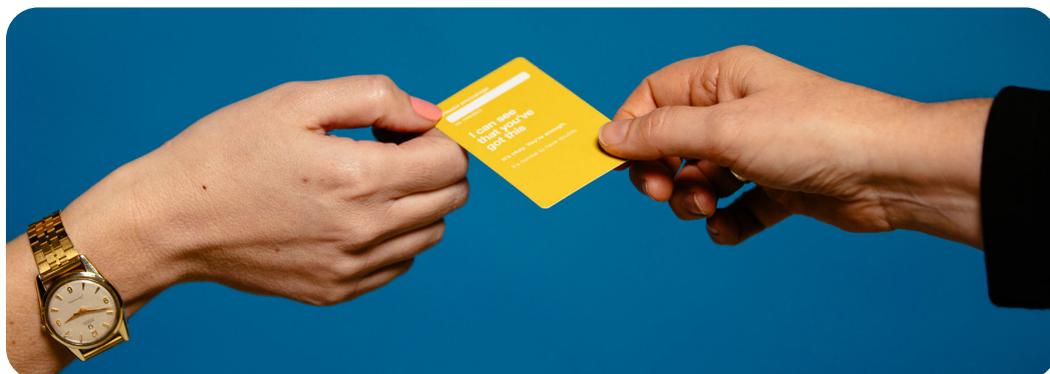


Sarah Davidson,
British Red Cross,
Haiti Earthquake

“It is about creating a safe and regular space to talk about wellbeing as a team. If it is not at the end of the week then do it in your team meeting. Create rituals so that it happens and you’re not waiting for negative things to happen before you do it. It could only take ten minutes or it could take an hour.”

Wellbeing video snacks

Play a 10-minute wellbeing video snack as part of your team meeting. Use as a discussion starter.



1. Your performance vehicle (brain): What's under the hood?

This wellbeing snack explores the science behind stress and how it affects our brain and performance – normalising the impacts of stress. Included are tips for managing stress, pressure and change so your team can keep doing well at work and at home.

2. Nailing decisions and taming the freak-out when things are uncertain

This wellbeing snack explores the impact of stress on decision-making and provides practical tips to support effective decision-making in times of stress and uncertainty.

3. Tips for active relaxers - If I had \$1 for every time someone told me to relax...

Talk of yoga, meditation and mindfulness will be helpful for some and alienating for others. This wellbeing snack provides practical tips for the active relaxers amongst us.

4. Handling high emotion

High emotion is a biological by-product - we experience it for a reason. This wellbeing snack explores the science behind emotion and practical tips for handling high emotion well.

5. An alternative to our 'Mr Fix-It' tendencies

Our natural human tendency is to look for solutions when someone we know is going through tough times or to feel helpless when we cannot fix their situation. This wellbeing snack explores strategies for supporting someone when they are going through a tough time, without defaulting to our 'Mr Fix-It' tendencies.

6. How to offer support to someone you're really concerned about

This wellbeing snack involves guest presenters from I Am Here introducing their three super easy steps to offering support to someone you are really concerned for.

Wellbeing activities outside of team meetings



1

Induct

Including the **Doing Well** cards in employee inductions will signal that you take the wellbeing of your team seriously, that wellbeing and resilience is both an individual and team responsibility and that you are intentional in your approach to wellbeing and resilience.

Instructions:

1. As you on-board new team members take the time to sit with them and show them how to use the **Doing Well** cards (create an individual wellbeing plan etc)
2. Share with them how you use the cards as a team.

2

Coach – Prompt Conversations

It can be difficult to approach wellbeing and coaching conversations. The **Doing Well** cards can make these conversations easier and more readily deepen the exploration of issues.

Instructions:

Use the cards to kick off conversation. For example:

- Pick one card you feel comfortable talking about and say something like “I picked this card because I reckon it is relevant to my/our team’s situation right now” or, “This is my favourite card because...” “Do you have a favourite card?”
- Or ask, “Are there cards in this deck you think the team should be paying particular attention to at the moment?”

3

Seek Feedback

You spend a great deal of time with your team and they can be an excellent source of feedback.

Instructions:

1. Explain to your team that you would like them all to choose one card for you that they think would be most helpful at that moment.

Note: Some will be comfortable giving you a card but for others this might be an uncomfortable process, so it is important you make it clear that this is an optional activity. You may also like to ask them to pop a card in an envelope and leave it on your desk – this may be more comfortable for some.

4

Inspire

This demonstrates that as a leadership team you are promoting an organisational culture of wellbeing and resilience and role modelling the way the cards are used to create a common approach to support wellbeing.

Instructions:

- In your internal communications from the executive leadership team (as a video or a written message):
 - share a card that resonates and why,
 - or an (anonymous) story of how you've seen the cards being exchanged or in action.
- Alternatively, the above activities can be used as part of a staff town hall meeting.

Kerry Symons,
Visiting Nurse
Service of New York,
Super Storm Sandy

“Valuing the wellbeing of our people has to come from the top. It sets a precedence for the rest of the organisation and what their values are. I think it has to be a value. And that value has to inform the actions and what management instil - that other and managers take care of their staff. It really comes right from the top. And if the top doesn’t believe in it, it trickles...”

Please note:

Thoughtful and empathetic facilitation is important, including giving thought to the appropriate choice of exercise for the context and the audience. Be ready to link people to support services and referral pathways. If you are concerned for the wellbeing of someone in your team or for your own wellbeing, seek advice and support.



Got questions?

Keen to explore further team training or support options? We're here to help.

