

05 Fact sheet

Making it happen

There's no 'one size fits all' approach to workplace wellbeing. Every workplace is unique, so tailor the Five Ways to Wellbeing to suit your organisation and the resources you have available. Here are some tips to get you started.

Make it fun and interactive

Link with existing workplace activities, such as social groups, exercise sessions, volunteering days, shared meals or staff awards or recognition. Activities should be inclusive and suit a range of ages and abilities and encourage people to only do what they feel comfortable with. If you're developing new activities, take some inspiration from [Fact sheet: Engaging people and teams](#) and remember that even small changes can have a big impact.

Get input and feedback from your people

Ask people and teams what would support them to change their behaviours and build the Five Ways into their day. You could do this through a survey, discussion at a team meeting or inviting feedback on ideas. This is a good time to also ask how much your team currently connect with others, give their time, be active, etc., so you can measure to what extent people changed their behaviours and introduced the Five Ways. See [Fact sheet: Evaluating success](#) for examples of questions to ask.

Focus on teams or groups

Focus on teams or groups, especially in larger organisations, as employee participation is critical to success¹ and strengthening connections, including with your co-workers, is itself critical to boosting wellbeing².

Help teams understand mental health and wellbeing

Some people will be unfamiliar with mental health and wellbeing concepts – or will have a different understanding to others. The good news is the Five Ways are straightforward and will help people to understand these concepts too. Remember to use [Fact sheet: Understanding mental health and wellbeing](#) and [Tool: Five Ways to Wellbeing information sheets](#).

Support goal setting

Help teams and team members set goals so they can work out how to fit more of the Five Ways into work life as well as home life when they've clocked off. Even the practice of setting goals is good for wellbeing². There are a range of goal-setting templates in [Tool: Goal setting](#).

Consider the best approach for your workplace

While the Five Ways can be presented as a set, it is not essential to promote all at once, or encourage people to build all Five Ways into their lives at once. Many people may find such a target out of reach³. You might like to take a staged approach and focus on one of the Five Ways for a month or two and then move on to another. Use [Tool: Action plan template](#) to help.

1 PricewaterhouseCoopers. (2014). Creating a mentally healthy workplace Return on investment analysis.

2 New Economics Foundation. (2008). Five Ways to Wellbeing: The evidence.

3 Mental Health Foundation of New Zealand (2017). Five Ways to Wellbeing: A best practice guide.



Use clear and consistent communication

Keep the Five Ways top of mind amongst your people and teams by using channels such as notice boards, team Facebook groups, email, in a newsletter, via a poster in the staff room or common area, at a team meeting, via peers and wellbeing champions across the organisation, on the intranet.

Take a look at the Five Ways [promotional material](#) available to support your communications. There are also brief [information sheets](#) on each of the Five Ways for you to share.

To help you decide what to say to people and teams about the Five Ways, we've included some [examples of messages](#) which, along with the content in this toolkit, you can tailor to suit your workplace. There are also [template presentation slides](#).

Look for champions in your workplace

Anyone can be a leader for workplace wellbeing. Think of people and teams that could help communicate the Five Ways. Could they lead by example by introducing some of the Five Ways into their own lives, and then share their journey through a regular blog, newsletter column or updates at team meetings? See [Fact sheet: The role of leadership](#).

Celebrate and share your successes

Do this throughout your Five Ways focus, as well as once you have some final results on how it went. And don't shy away from communicating the things that didn't go as well as you'd hoped as authentic and open communication is usually valued and tends to encourage engagement. These are important lessons for next time and for others to learn from too. See [Fact sheet: Evaluating success](#).

Make it timely

Consider specific times of the year to help bring your Five Ways to life. Consider what events are already on the calendar, such as:

All Five Ways	New Years - promoting the Five Ways as New Year's resolutions	January
Connect	Neighbours Day	March
Connect	Pink Shirt Day	May
Connect / Take Notice	Matariki	June
Connect / Be Active	School holidays - to promote connecting with family and whānau and getting active	
Give	National Volunteer Week	June
Take Notice	International Day of Yoga	June
Be Active	Spring - promote getting active as the weather warms up	September
Keep Learning	Adult Learners' Week	September
All Five Ways	Mental Health Awareness Week	October

Make sure information about getting help, support and advice is available

Raising awareness and opening up conversations about mental health and wellbeing can bring up difficult things for some people. You might find that people start confiding in you and others involved in the Five Ways and sharing their own experiences of their mental health ups and downs.

Use **Fact sheet: Getting help and advice** to make referrals for those who reach out for help and make the sheet widely available, such as in common areas and on the intranet. If someone needs to talk immediately, encourage them to call or text 1737 to talk with a trained counsellor, anytime. It's free and completely confidential.