

Wellbeing Check-in

A structure for regular one-to-ones that covers wellbeing without becoming counselling

Regular, predictable check-ins make it easier for people to raise problems early, and easier for managers to respond in proportion. Use this in an existing one-to-one rather than adding a meeting. Share it with the employee beforehand, so they can think about their answers.

01

The conversation

QUESTION	NOTES
How are things going at work?	
Is anything getting in the way of your work at the moment?	
What support or adjustments would help?	
What have you already tried?	
What will we each do before we next meet?	

Agreed actions

ACTION	WHO	BY WHEN

Before you finish:

- Agree when you will next check in.
- Agree how to raise anything urgent in between, and with whom.
- If something is outside your role, such as health or personal matters, acknowledge it and point to the right support: occupational health, the Employee Assistance Programme, HR or their GP.
- Keep notes factual and brief, and agree with the employee what is written down.

IF SOMEONE NEEDS HELP NOW

If there is an immediate risk to life, call **999**. Samaritans are available free, 24 hours a day, on **116 123**. In England, NHS 111 (option 2) connects to an urgent mental health service.