



Workplace Mental Health Self-Assessment and Action Plan



This reflection-based worksheet can help your leadership team identify areas for improvement, and next steps to better integrate mental health support into the workplace!



Current Workplace Practices

What does our organization already do well to support employee mental health?

Where are there gaps/areas for improvement?



Small but Impactful Changes

Our workplace can implement the following changes:

- Adjust performance feedback to be growth-oriented and neutral in tone
- Normalize breaks and flexible work options
- Train leadership on trauma-informed practices
- Encourage open mental health conversations
- Strengthen employee access to multiple support resources



Action Plan

One practical change we will implement this month::

What support or resources we will need:

Who needs to be involved to make this happen?

Next steps:

Start **small** - choose **one** action and commit to follow through!

Discuss with your HR team or leadership how to build **long-term** support structures

Connect with **Freedom Within Therapy and Wellness Center** for workplace training and other resources!



Conversation Starters - Shifting Workplace Culture around Mental Health



A tool for leaders to facilitate discussions about mental health in the workplace!

→ Opening the Conversation

- "What does a **supportive workplace** look like to you?"
- "What are some **workplace stressors** that impact your well-being?"
- "What **small changes** could make a big difference in reducing stress at work?"

→ Building Psychological Safety

- Curiosity, Not Judgement:** Instead of "Why are you always late?" try "Is something making it hard for you to get here on time?"
- Feedback vs. Criticism:** Replace "You need to do better" with "Let's talk about what support you need to help you improve."
- Responding vs. Reacting:** Pause before addressing challenges - ask yourself "Am I helping or just venting frustration?"

→ Practical Changes to Improve Mental Health Support

- Flexible Work Options** - Encourages breaks and balances work demands.
- Supportive Language** - Frame challenges as opportunities for growth.
- Trauma-Informed Leadership** - Recognize that past experiences impact who we are in the workplace!

→ Encouraging Employees to Seek Support

- What we say matters!!** Instead of "You should just push through", try: "It's okay to take care of yourself! How can we support you?"
- Therapy can help employees:**
 - Develop stress management and self-care strategies
 - Improve communication and problem-solving skills
 - Prevent burnout and improve resilience

Takeaway:

Choose one phrase, action, or question from this sheet and use it this week in your workplace interactions!