



Employee wellbeing checklist for managers

Recognising when an employee is struggling and needs some support is a crucial skill for team leaders. Ask yourself these questions to help you spot common signs of poor wellbeing.

Appearance and behaviour

- Are they making less of an effort with their clothing or personal hygiene?
- Do they appear to have lost or gained a noticeable amount of weight?
- Does it seem as though they're more tired than usual and lacking energy?
- Have they been complaining more of headaches, joint or back pain?
- If they're a smoker, are they taking more cigarette breaks than usual?

Mood and attitude

- Do they seem to be getting more irritated or angry about work matters?
- Have they experienced uncharacteristic disagreements with colleagues?
- Do they seem low, withdrawn or disinterested in their work and teammates?
- Have they lost their usual high levels of motivation, humour or ability to relax?
- Do they seem newly anxious about their performance or position at work?

Work and productivity

- Are they making more mistakes, or mistakes that seem uncharacteristic?
- Do they seem to be having difficulty taking, or remembering, instructions?
- Do they appear to be less confident or decisive with routine tasks?
- Does it seem as though they're getting less enjoyment from their work?
- Have they been taking more risks in their work lately?

Timekeeping and absence

- Has there been a noticeable increase in their sickness absences?
- Are they working longer hours or in a more intense manner than usual?
- Have they been arriving too early or consistently late for their shifts?
- Are they taking more/longer or fewer/shorter breaks during the day?
- Do they seem to be struggling to cope with their regular workload?

How to support your team's wellbeing

- Invest in their professional development**
Good training not only enhances the skills of your staff and enables them to deliver the best quality of care, but also boosts confidence, reduces stress and improves job satisfaction overall.
- Create a supportive work environment**
Encourage your team to share their concerns, challenges, ideas and successes by running a regular team meeting. One-to-one meetings are a crucial tool for communication and collaboration too, providing you and your team an opportunity to discuss goals, progress and challenges privately, and get to know each other better.
- Ask for feedback**
Get into the habit of regularly requesting feedback from your team if you're not already doing so. Send out a survey to all staff via email, highlighting that responses are anonymous to encourage people to be honest. Once you've received feedback from your team, it's imperative that you then act on it.
- Lead by example**
As a leader in a care home, it's important that you set a positive example by prioritising your own wellbeing. Demonstrate healthy work habits by being open and honest, considering your words, tone and behaviour, and taking breaks when you're due one.
- Show gratitude**
Whether it's through verbal praise, given privately or publicly, an employee recognition programme, or small gestures like thank-you notes or team events, showing gratitude regularly will boost morale and help your team members feel like they belong and are valued.
- Signpost support**
It's important to remember that you're not a therapist or a GP. Your vigilance and compassion are not a substitute for professional help – if that's what your employee needs. Make sure your team knows that you're there to support them, and share dedicated resources aimed specifically at improving staff wellbeing. Mental Health UK and Mind offer a wealth of useful information and support.

Your path to exceptional care leadership starts here.

Build a motivated team. Improve quality of care. Create a positive work environment for everyone.

Join the Care Leaders Boot Camp →
futura.ai/care-leaders-boot-camp

