

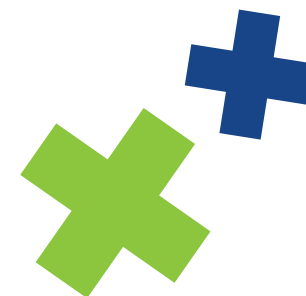


Wellbeing leaders' guide:

Ongoing promotion of My Everyday Wellbeing

Following the successful launch of *My Everyday Wellbeing* for your organisation, it's now important to continue the momentum and keep staff engaged, so your team's health and happiness is supported.

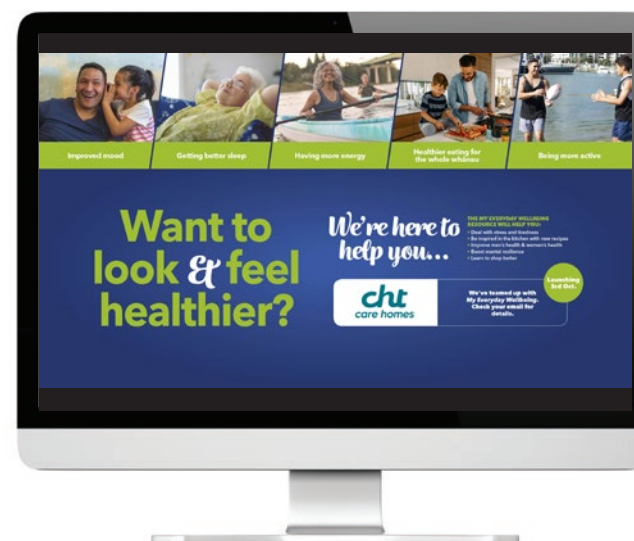
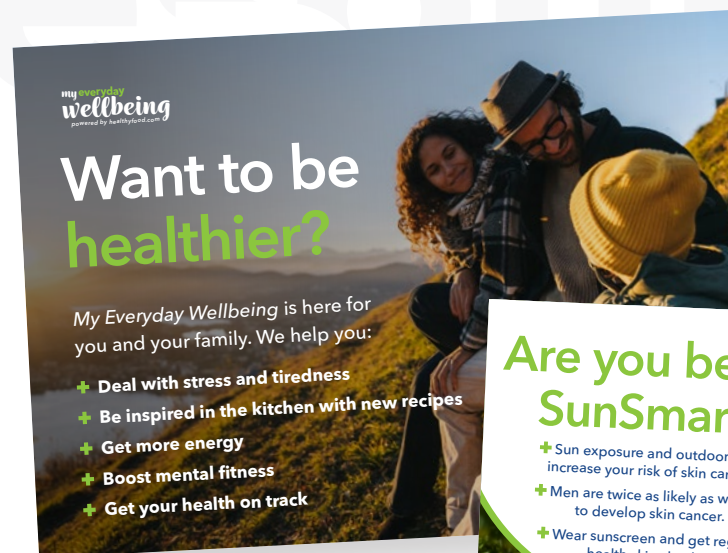
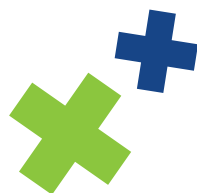
Our team are here to support you along the way, and our support structures will help you make the most of everything *My Everyday Wellbeing* has to offer.



Promotional material

Some of the posters and flyers you've been provided for the launch are undated and can therefore be used to continue reminding people about *My Everyday Wellbeing* when they're at work.

- ✚ Place our **Posters** strategically around your worksites, focusing on high traffic areas such as break rooms, hallways and bathrooms.
- ✚ Distribute **Family Flyers** to encourage them to share *My Everyday Wellbeing* with their families at home. Email them to staff, or print and place in staffrooms, noticeboards, kitchens, on desks, or in cubby holes to take home.
- ✚ Display **Screensavers** on screens around your sites, and/or ask IT to make them the default screensaver on work computers.
- ✚ Need other promotional material for your workplace? Let us know and our designers can create something for you.





Utilise communications channels

Share relevant *My Everyday Wellbeing* content and features through your communications channels regularly, to keep wellbeing top of mind.

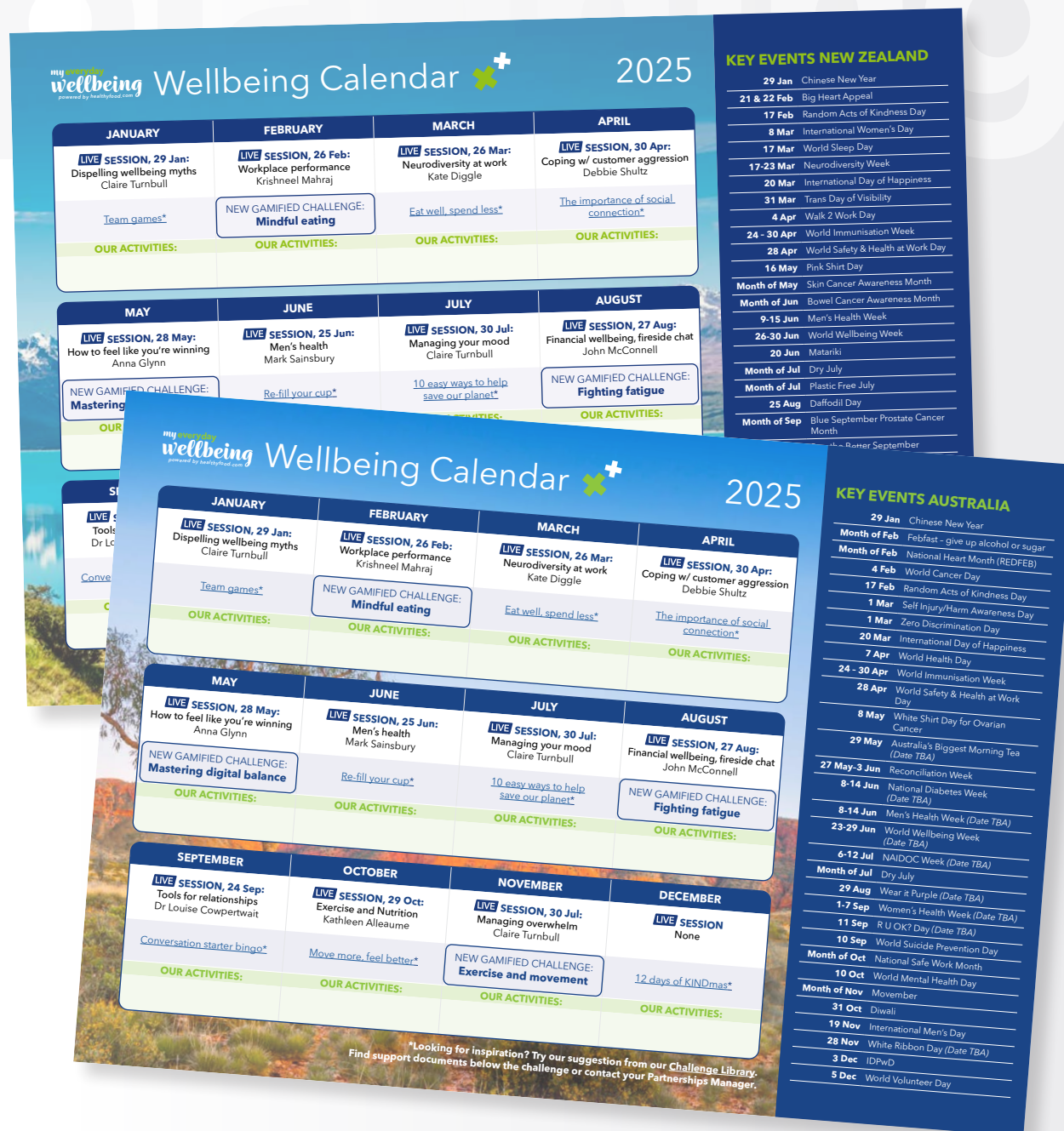
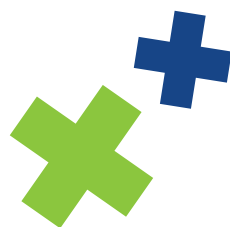
- ✚ Create a buzz by posting highlights from *My Everyday Wellbeing* challenges and activities, testimonials or stories from staff and leaders about their wellbeing journey
- ✚ Encourage participation in upcoming challenges and LIVE sessions by sharing promotional material we provide each month across your communication channels (see below)
- ✚ Remind staff they can write into our experts via the [Ask Us](#) when they need it. We can also list your EAP or any other internal support structures on this page
- ✚ Share delicious [recipes](#) and remind staff about the [meal planner tool](#) that makes eating healthily so much easier
- ✚ Run internal competitions to encourage use of *My Everyday Wellbeing* platform - we can provide ideas and prizes for these, so just let us know how we can help.

communications

Plan ahead

The My Everyday Wellbeing annual Wellbeing Calendar has been designed to help you plan meaningful and engaging wellbeing activities at your workplace, with our support.

- ✚ See what challenge and LIVE sessions we have planned each month, and diarise them in your own calendar too
- ✚ Add other wellbeing activities your organisation is doing each month into the editable 'Our Activities' section
- ✚ Ensure wellbeing leaders, ambassadors, champions have access to the calendar too
- ✚ You might distribute the wellbeing calendar to your staff so they can diarise challenges or LIVE sessions, and add their own wellbeing activities in, too. It can be used to discuss and plan team activities that support their team's wellbeing.



Take the challenge



We offer a range of engaging challenges and quizzes that staff can participate in to boost wellbeing and foster a sense of community with colleagues. There are a few types of challenges available, and we provide ideas and resources to help you run these including posters, activity ideas, and suggested events.

+ Quarterly gamified challenges:

Our gamified challenges feature fun ways to encourage healthy online competition, such as a company leaderboard, team vs team competition, actions and quizzes, to inspire learning and participation

+ Library of challenges:

We have a huge range of [challenges](#) available to you, each with simple, achievable actions plus support materials to bring the challenge to life at your workplace (either linked under the challenge or available through your Partnerships Manager). We recommend choosing a challenge from our library on months without a gamified challenge

+ Interactive quizzes:

Try our fun and engaging [quizzes](#) ! They're designed to be interactive, enjoyable and educational

+ 6- and 12-week challenges:

We've designed [6- and 12-week challenges](#) that staff can start at any time. To run these in your organisation, get in touch with your Partnerships Manager for comprehensive support including posters, week-by-week activity breakdowns, tips to keep the momentum and a leaderboard to track progress and foster friendly competition.



my everyday
wellbeing LIVE | April 2025

Talking about the tough stuff

Talking about tough stuff is an essential skill we can all learn. This webinar will cover:

- What it means to be a 'curious listener' and why it matters
- The specific skills to build rapport and help others feel understood
- How 'psychological safety' is the foundation of all tough conversations (and how to create it)
- Understanding that emotions are 'contagious', and how to leverage this principle
- A personal mission for you to take away and apply which will benefit others immediately

[Register now!](#)

Date: 27 September 2023

Time: WA: 9:30am
SA & NT: 11:00am
NSW, ACT, VIC, TAS & QLD: 11:30am
NZ: 2.30pm

This session is 30 minutes, followed by a 15-min Q&A to ask our expert questions

Scan to register!



Speaker: Dr Tom Nehmy

Dr Tom Nehmy is a clinical psychologist, speaker, author, and leads **The Healthy Minds Program**. His team of expert psychologist-facilitators use award-winning research to educate people on helpful psychological skills and wellbeing strategies for a healthy mind.



How to handle difficult conversations with your kids

BRAIN DEVELOPMENT

- The brain isn't fully developed until around 25-30 years old.
- During puberty, the amygdala (emotion centre) grows bigger while the cortex (logical thinking) starts developing.
- Sexual development and brain development vary in timing.
- Communication and understanding change as the brain develops.

ALCOHOL AND DRUG AWARENESS

- Alcohol and other drugs negatively impact brain development and memory in life.
- Early use can create addiction issues later in life.
- Set clear boundaries and monitor social environments.

EFFECTIVE COMMUNICATION

- Validate emotions upfront to facilitate better communication.
- State your own emotions as teens misinterpret facial expressions.
- Keep conversations concrete and literal until abstract thinking develops.
- Don't talk about things more than a few months ahead, until concept of time develops.
- Limit choices given and adapt communication as their brain develops.

COMMUNICATION TIPS

- Keeping yourself calm helps regulate their emotions.
- Listen actively, be positively curious.
- Clarify misunderstandings and use reflective listening.
- Teach, don't preach, and have a structure for difficult conversations.

HANDLING DIFFICULT CONVERSATIONS

- Find ways to discuss important topics such as relationships, sexuality, drugs, and digital addiction, no matter how awkward you feel.
- Talking side by side is less 'confrontational', e.g. doing dishes, in the car.
- Use peer examples to approach sensitive topics.
- Ideally educate on sensitive topics before puberty.

TRUST AND GUIDANCE

- Encourage autonomy while offering guidance and support.
- Maintain open and honest communication.
- Trust teens to make good decisions while having a safety plan in place.

Dr Sue Bagshaw, Wed 28 Feb 2024
For more parenting workshops, email: info@wellbeinglive.com.au
or go to www.wellbeinglive.com.au

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My Everyday Wellbeing LIVE

Each month, staff can tune in to our expert speaker series and ask their questions live. The recordings and a 'Top Tips' summary are available on *My Everyday Wellbeing* to watch back later.

- + Find the upcoming LIVE session details and registration link near the top of the home page on the left-hand side, or under Videos -> [LIVE sessions](#). (Hint: all the recordings are here too)
- + To encourage participation, print and place the speaker flyer around the workplace, and/or email staff a calendar invite with the link to the *My Everyday Wellbeing* page to register for the LIVE session
- + Can you arrange a shared viewing of a session on a big screen at your workplace for your team?
- + Staff will also be reminded about the upcoming LIVE session details and registration link via our weekly emails, and the recording and top tips will be published and shared.

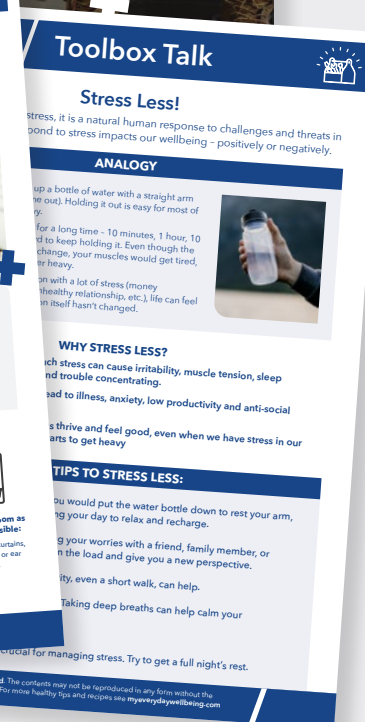


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For 'offline' staff: Toolbox Talks

My Everyday Wellbeing's [Toolbox Talks](#) are designed for discussions about wellbeing, primarily for non-computer-facing staff. They are clear, simple, and designed for any team member to lead the wellbeing discussion effectively.

- ✚ Build wellbeing discussions into your regular Toolbox Talks. The person leading the talk can download the One-page summary to use as the basis for the discussion
- ✚ The One-page summary doubles as a hand-out which you can print and share with staff around the Toolbox Talk, or email to them separately
- ✚ Each Toolbox Talk also comes with a Poster for printing or Slide for displaying on screen to support the discussion
- ✚ Check out the Resources, such as videos and articles relevant to the talk, and ideas to go the extra mile at your workplace under each Toolbox Talk.



Onboarding (and offboarding) staff

Building *My Everyday Wellbeing* into your onboarding process is the best way to set new staff up for success. Here are some ideas:

- ✚ Include our [introductory video](#) in your onboarding process and take the opportunity to talk about your commitment to helping staff feel staff, healthy and supported
- ✚ Upload new staff via *My Everyday Wellbeing's* [Corp Management Tool](#) (Note: If your organisation signed up using Single Sign-On (SSO), joiners and leavers will be automatically synced). This will automatically send them a welcome email from us with a link to create a password. It's best to do this while the intro video is still fresh in their minds
- ✚ Prefer paper? Send staff home with the Family Flyer on their first day, and/or we can provide an Induction Flyer for your workplace
- ✚ Don't forget to remove leavers via Corp Management too (not relevant if using SSO).



teamwork

Teamwork makes the dream work!

Your wellbeing leaders, ambassadors and champions in your organisation are the 'people on the ground' when it comes to driving participation and engagement with wellbeing initiatives.

Check out our [Wellbeing Ambassador Starter Kit](#), a guide to empowering your team to promote wellbeing and support their colleagues.

Our team are also at the ready to help you in any way we can. You can expect the following from us:

- ✚ Monthly wellbeing leaders' updates with upcoming themes, ideas and activities
- ✚ Monthly email with resources including posters and guides for upcoming challenges and LIVE sessions
- ✚ Annual survey to give your feedback on the wellbeing of your staff and our programme; this helps us continue to design our programme and activities to suit your needs
- ✚ Wellbeing Calendar - we aim to provide this by October for the year ahead
- ✚ Ideas and guidance to help your wellbeing leaders, ambassadors and champions run meaningful wellbeing activities for staff
- ✚ Help with managing your account and technical support as required
- ✚ Presentations - get in touch with us to arrange in person or online presentations specifically for your staff
- ✚ Help with your wellbeing initiatives and activities.

Get in touch with us any time - we love to help!

