

## 7 Ways Managers Can Support Mental Health

### Upcoming Online Seminars

3/1/21 – Sleep Basics:  
The ABCs of Getting  
Some Zzzz's

4/1/21 – Addressing  
Addiction:  
Recognizing Signs of  
Trouble

5/1/21 – Building  
Better Mental Health:  
Tips to Restore Your  
Peace of Mind

To watch these online  
seminars, log in to  
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and click on the 'Monthly  
Feature' tile or use the  
'What's on Your Mind?'  
search tool.

Awareness around mental health is at an all-time high, particularly for employers. Your organization and workforce may face continued uncertainty and transitions in the coming months, both of which can cause anxiety, stress and burnout.

The list below offers simple but effective tools you can use to support the emotional wellbeing of your team.

#### 1. Become More Knowledgeable

Train yourself and your staff to watch for warning signs. Habitual lateness, indecision, missed deadlines, low morale and absenteeism can be symptoms of mental distress.

#### 2. Know the Causes

Although it is not an illness, workplace stress does contribute to mental health issues. Heavy workloads, a lack of control or decision-making ability, the absence of managerial support, challenging co-worker relationships, unclear expectations and/or constant change can lead to mental and physical health concerns. You may not be able to modify these conditions but acknowledging they exist can help you recognize when a member of your team is being impacted.

#### 3. Monitor Performance Levels

Wellbeing directly affects engagement, motivation and productivity at work. If a staff member does not take any breaks, is consistently working overtime or suddenly starts to have low productivity, these can be a sign that their work-life balance and mental health is suffering.

#### 4. Normalize Mental Health Issues

Create a safe and welcoming environment. Encourage your team to talk about stress, workload, family commitments and other issues. Communicate that mental illnesses are real, common and treatable. You can also schedule regular one-on-one check-ins or meetings where people can openly discuss worries and fears without judgment.

#### 5. Make Wellbeing a Team Priority

Emphasizing that mental health is supported builds a culture in which people feel they can ask for support and share their experiences. Establish clear channels for raising concerns. Encourage staff to proactively use resources available through the **SupportLinc** program. Offer paid time off to manage mental health.

#### 6. Be a Role Model

Promote good work life balance yourself. If you need to take a mental health day, let your team know so you can set a precedent for looking after personal wellbeing.

#### 7. Offer Customized Support

When approaching a colleague, reassure him or her that you care. Tailor your support by asking how you can help reach their goals and then connecting them to resources.

When conversations about mental health are a common and comfortable occurrence, you can support your team's emotional fitness and be sure help is available and used when it's needed most.

Source: <https://memory.ai/timely-blog/managers-support-employee-mental-health>

**To access services available  
through SupportLinc,  
call 1-888-881-LINC (5462)  
or visit  
[www.supportlinc.com](http://www.supportlinc.com)**

### Mental Health First Aid Toolkit

Three easy steps, a world of difference. Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders.

To view the site, visit  
[www.mhfirstaid.tools](http://www.mhfirstaid.tools)  
today.

## Empower Your Team with Effective Delegation

Delegating – or assigning tasks to others – is an important tool for you as an organizational leader. In addition to helping you accomplish more personally, delegation can improve trust with your staff, create opportunities for growth and improve team productivity overall. It can also assist you with identifying who is best suited for specific tasks or projects.

For delegation to be successful, your focus must be on helping the other person be effective with their new task. Here are a few simple tips to help you prepare and hand off tasks:

#### 1. Decide What You Can Delegate

Divide responsibilities into two categories: things you must do on your own and tasks where others can help. Anything that falls into the second category is an opportunity to delegate.

#### 2. Choose the Right Person for The Job

Carefully consider which person on your team has the relevant knowledge, skills and attitude for the needed task. This will lessen the time you would otherwise have to spend training them to do something new.

#### 3. Clearly Explain the End Goal

Take the time to explain the context of the task, who will use the output and why it matters. When the desired result is clear to your team member, it allows them to resourcefully and creatively complete the work – and potentially find a faster or more effective way to accomplish the task.

#### 4. Define Responsibilities and Authority

Clarify the exact responsibilities, timeline and decision-making authority surrounding the project. This lessens the chance for confusion later.

#### 5. Schedule Check-In and Follow-Up Meetings

Establish regular check-ins to monitor progress, offer clarification and identify if additional training is necessary to complete the task. Have a follow-up meeting to discuss the end result and the team member's next assignment.

Source: <https://www.jfdperfsolutions.com/5-principles-of-effective-delegation/>