



GV Conferences



WELLNESS

FITNESS ANTIOXIDANTS MENTAL HEALTH
CARE RUN CARE

DIETING DIET
LIVING DIET HEALTHY FOOD WEIGHT LOSS WELLNESS

A BETTER LIFE

LIFE

FITNESS

ANTIOXIDANTS POSITIVE THINKING
ENERGY
LIFE
EXERCISE

LIFE RUN
MENTAL HEALTH
LIVING

THE IMPORTANCE OF WELLBEING

HAPPINESS

LEISURE HEALTH CARE WEIGHT LOSS
HEALTHY FOOD WELLNESS

HEALTH INSURANCE
LIFESTYLE

The importance of well-being



What is well-being?

Well-being is a hugely significant and an increasingly relevant and necessary consideration in the modern workplace.

Well-being at its simplest level is perhaps ultimately about personal happiness - feeling good and living safely and healthily. This means not allowing work to undermine our basic purposes and needs in our lives.

Well- workplace

The health of an organisation is founded on the welfare and well-being of those who work within it. Truly efficient and effective organisations tend to be happy places with low staff sickness absence. This can all too often be overlooked in the rush to meet deadlines, targets and in dealing with the many rigors of school and college life.

A healthy workplace

Acas highlights seven specific indicators which all contribute to a healthy workplace:

1. Line managers are confident and trained in people skills
2. Staff feel valued and involved in the organisation
3. Jobs are flexible and well-designed
4. Managers have working knowledge and practical experience of risk assessment parameters
5. Managers use appropriate health services (e.g occupational health referrals) to help people get back to work
6. Managers promote a health and well-being by conducting return to work discussions when staff have been off sick

7. Managers know how to deal with common problems such as stress and musculoskeletal disorders.

Promoting well-being at work

Promoting well-being can be broken down into four closely related areas:

- Finding out: what are the problems, issues or pressure points affecting health? What needs to be done?
- Taking action: reaching agreement on changes, actions and policies.
- Monitoring: are policies working? Are we getting it right? What needs review?
- Raising awareness: talking to colleagues about well-being at work.

VITAL : There must be a strong commitment from leadership in order to successfully promote well-being at work.

What is workplace health?

Adapted from: <https://www.bhf.org.uk/health-at-work/what-is-workplace-health>

Most people in employment spend 60 percent of their waking hours in work, so healthy habits in the workplace can make a big impact on employee wellbeing.

We're all responsible for the lifestyle choices we make, but employers can make healthy choices easier for their staff.

A business culture of support and flexibility, healthy adaptations to the workplace, and on-site wellbeing activities all encourage your staff to take positive steps for healthy living.

By investing in staff wellbeing you'll create a healthier workforce that feels valued, and you'll be rewarded with [wide-ranging benefits](#).

The added value to your organisation can be:

- A more stable workplace, enabling you to retain good staff
- Reduced absenteeism
- Better performance, more creativity, happier learners and improved results

Physical activity

Adults should do at least 150 minutes a week of physical activity that makes you breathe harder and feel warmer. Every ten minute burst of activity counts towards the weekly total, so small changes to daily working routines can really add up. This could include:

- going for walk at lunchtime
- climbing the stairs instead of using the lift
- cycling to work, or walking part of the way.

Eating well

We consume a third of our daily calorie intake while at work. The food and drink options available to us – and the choices we make – can have a big impact on our overall diet.

There is a legal duty on employers to provide clean drinking water and eating facilities. But by improving access to healthier food and drinks at work, employers can help their workforce to eat regular well-balanced meals and drink enough fluid.

Stress

Excessive pressure can cause stress, which can lead to mental ill health if prolonged or severe. Stress can be caused by work or situations at home, and it manifests in people in different ways.

The workplace can make a positive contribution to mental wellbeing in several ways. These include having a supportive culture, training managers to recognise the risks factors for poor mental health, and by being open to flexible working arrangements.

Why is **time management** important?

Poor time management can affect every part of your life.

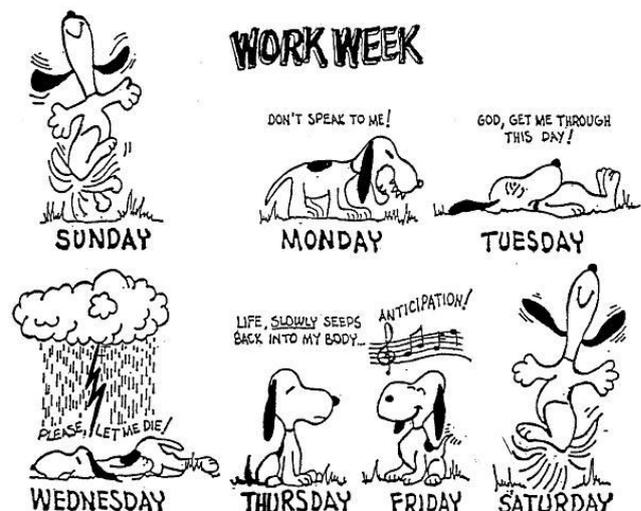
Excessive workload is one of the most serious issues facing the education profession.

- It affects the quality of teaching and learning you are able to deliver and manage.
- It is driving experienced and valuable staff from the profession.
- It is can have a hugely detrimental impact on personal lives, health and well-being.

Time management tracking

When you have completed this, either using the ATL work-life tracker (www.atl.org.uk/abouttime), or a paper version, you need to ask yourself...

1. What hours am I actually working?
2. What tasks take up most of my time?
3. How many of these tasks could/should be done by someone else?
4. Am I taking good quality breaks?



Time Management – some ideas

- Planning – short term and long term - watch deadlines – do things when you have time, not when they are nearly due; Plan your year – use quieter times well
- Blocking out and/or allocating time to tasks e.g. email management
- Effective delegation of some or part of tasks; saying ‘no’ or asking for help;
- Use peer/online marking/ administrative support
- Meetings- review their productivity, length, management and structure
- Efficient use of a to-do list including prioritisation of tasks, breaking down tasks into smaller parts; Prioritise the **IMPORTANT not the URGENT** . If you are always dealing with seemingly urgent tasks, then you need to manage your workload differently by becoming less reactive and more proactive. It’s all about **JUDGEMENT**

Try the 4 D’s - Do it; Defer; Delegate; Delete it!

TOP TIPS

See clarity early – don’t procrastinate, make sure you clearly understand what is being asked of you and what the deadline is.

Don’t be a perfectionist – ask yourself ‘have I done the best that I could with the time and resources available to me?’ if yes – move on...

Decide upon, and stick to ONE time management system – multiple diaries, paper/electronic can result in duplication and time wasting

Managing information - schedule time in your plan for emails and paperwork

Learn from others – ask for advice and tips from those who are good at it.

Have a Plan B – technology failure, events or emergencies can upset your planned tasks – don’t panic - re-plan as necessary

Make yourself unreachable – a quiet room, do not disturb sign, earphones, out of your area.....

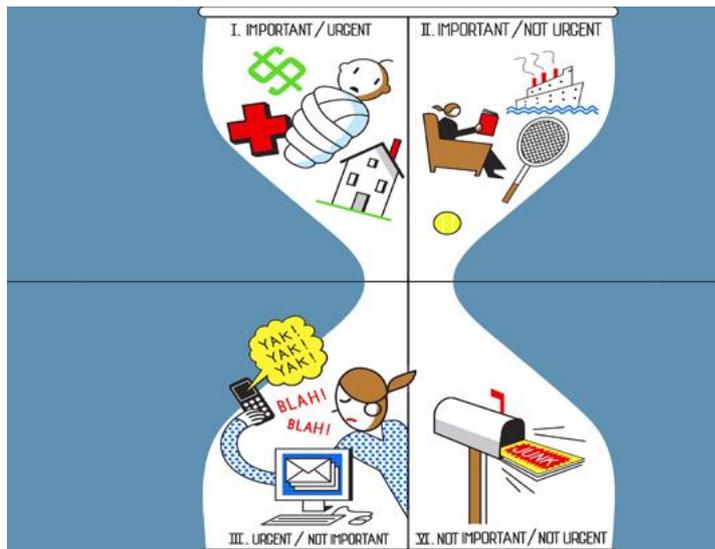
Use ‘dead’ time effectively – use journey to/from work to reflect, evaluate and plan work

Look after yourself – always have a break, a day off, rest exercise and relaxation activities will help you work better when under pressure.

PERSONAL DISCIPLINE is really important.

**Nobody
is too busy,
it's just a
matter of
priorities.**

RUSHANDWISDOM



Improving your Work-Life Balance

Better Work- Life balance - Tips for leaders in schools and colleges

Here are some **suggestions** you can take forward to develop better work-life balance across your organisation:

- Promote the message about the importance of work-life balance to everyone
- Role Model good work-life balance yourself
- Encourage a culture of openness about time constraints and workload. Staff must feel able to speak up if the demands placed on them are too great
- Give better training to managers so that they can spot stress, poor work-life balance and its effect on the individual.
- Promote a culture of 'working smart, not long'
- Ensure that jobs are manageable within the time for which they are contracted
- Audit work environments to identify elements of practice, policy or culture that may be detrimental to a healthy work-life balance
- Regularly monitor and evaluate policies against performance indicators such as sickness, absence and improvements in staff satisfaction
- Allow staff time to attend counselling and support services during working hours as they would for other medical appointments
- Encourage activities that promote good mental health, for example, lunch time exercises, relaxation classes and staff well-being days

Benefits of good Work-Life balance

- Being able to effectively manage multiple responsibilities at home, work and in the community without guilt or regret
- Being able to work in flexible ways so that earning an income and managing family/other commitments becomes easier
- Being part of a supportive workplace that values and trusts staff, who enjoy coming to work



In addition, the added value to your organisation can be:

- A more stable workplace, enabling you to retain good staff
- Reduced absenteeism
- Better performance and morale

Most importantly, a better work-life balance can help to promote positive mental-health and avoid work-related stress.

Organisational Health Check

In leading by example, you will also be helping the time management and well-being of your staff. Are there...

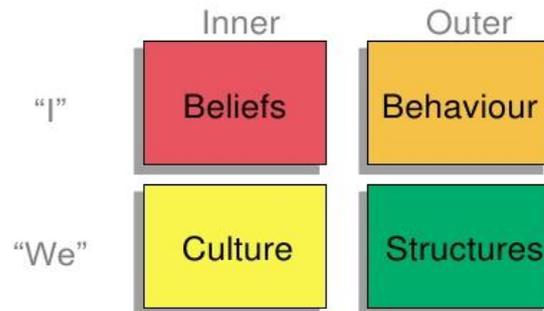
- Too many meetings? Hold departmental or area reviews of meetings procedures and practice, looking at schedules, purpose and efficiency etc with a view to reducing time spent in meetings
- Too many emails? Review email use and other internal communications with a view to cutting back on the amount of messages
- Raise awareness of better time management; improving work-life balance is a necessary part of changing the culture

Encourage individual managers to support their staff by:

- Helping them to prioritise tasks and re-negotiate deadlines where appropriate

- Have regular contact with team members to ensure understanding of challenges and pressures, and gain team cohesion and commitment
- Early identification of work load pressures

What is needed to improve personal Wellbeing?



Personal well-being – ‘Taking care of yourself’

It is important to get the balance right – you work to live **NOT** the other way round...

What is the difference between Health and Wellbeing?

‘Health’ generally refers to the physical side of things, and ‘Wellbeing’ is more about feeling secure, safe, engaged and happy.

Context

A study undertaken by ATL in 2011 found that;

- 85% said they had excessive workloads which impacted on their home life
- 60% worked more than 50 hours a week
- 35% said that their workload left them exhausted and stressed on a daily basis
- 30% said they had little/no social life
- 64% said they were expected to perform admin tasks they thought they should not have to do.

Why is it important?

Benefits to the organisation

Productivity – loyalty

Greater energy and efficiency

Empowered and motivated staff

Retention – keep the best staff

Reduced absence

Benefits to you

Feeling valued

Better relationships at work and home

Improved confidence and self-esteem

Improved work-life balance

Practical Suggestions for individuals

- Take a proper break – It’s the law!
- 20 minutes per every 6 hours worked
- 24 hours rest every 7 days
- Annual leave – make sure you take it!



How? There are many areas to consider when considering your well-being, and many different ways to approach improving it. Here are four areas to consider:

<p>Social Activities</p> <ul style="list-style-type: none"> • Activities don’t have to be too time consuming – e.g. lunchtime walk, Pokémon Go! Fitness class... • Friends and family – are more important than your work colleagues 	<p>Reflection time</p> <ul style="list-style-type: none"> • ‘Me-time’ is vital – on the way to/from work • Quiet space in the workplace • Headphones and music • Critical friend, support network • Meditation, yoga....
<p>Identify priorities</p> <ul style="list-style-type: none"> • What is important v what is urgent • Keep students at the centre of decisions 	<p>Keep learning</p> <ul style="list-style-type: none"> • Keeping mind and brain active • Reading, audio-books, blogs podcasts etc

Workplace STRESS is described as **‘the adverse reaction people have to excessive pressure or demands placed upon them in the workplace’**. This can manifest itself in many ways, from irritability, tiredness, headaches, insomnia to increased alcohol consumption or depression.

Taking care of yourself

Meet your physical needs:

- ❖ Drink plenty water
- ❖ Eat well and healthily, cut down on sugar and eat lots of fruit, fibre and vegetables
- ❖ Exercise - 30 minutes at least three times a week
- ❖ Relax and/or meditate
- ❖ Sunlight – essential for vitamin D
- ❖ Light – including not using smartphones or computers before bed
- ❖ Sleep – aim for 7 hours a night

Meet your emotional needs

This is essential as leadership can be a very isolated position

- ❖ Identify a friend, mentor or trusted colleague with whom you can be honest and open and who will be supportive.
- ❖ Try to develop resilience BUT identify the point at which you have to say 'NO' to overwhelming demands
- ❖ Try to look at situations from a positive viewpoint
- ❖ Stay calm – don't be reactive, think and reflect as often as necessary

'Five ways to Wellbeing'



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