

The
Wellbeing
Workshop



A graphic consisting of five vertical bars of equal height and width, arranged horizontally. From left to right, the bars are colored purple, green, cyan, orange, and yellow. Each bar has a thin black outline and a slightly wider top and bottom edge, giving them a stylized, blocky appearance.

Facilitator Guide



Introduction

Overview

The Wellbeing Workshop aims to promote wellbeing in the workplace and help businesses and their staff to learn more about the importance of workplace wellbeing. The interactive workshop addresses what areas contribute to workplace wellbeing, and how these areas might be developed at both an individual and organisational level.

The workshop includes a range of content-based material, interactive activities, and group discussions. The workshop is designed for all employees in all types of organisations and can be delivered either in-person or online.

What is included?

The workshop materials are listed below. The workbook, slide deck, tutor copy and feedback form are provided in a format that allows you to customise the session to best suit your needs.

Facilitator Guide (PDF Document) - This provides you with all of the information that you need to run the workshop, including:

- Example Programme (*page 5*) - Provides you with an overview of what to cover in each section and approximate timings for exercises.
- Slide Deck and Facilitator Notes (*page 11*) - Provides suggestions of what to cover and what to say at each point of the workshop. Suggestions appear alongside the relevant slide.
- Research Behind the Wellbeing Workshop (*page 23*) - Provides you with the underlying research and references which were used to compile the model of workplace wellbeing.

Delegate Workbook (Word Document) - This includes exercises and information for delegates attending the workshop. Each delegate should have their own copy of the workbook.

- If delivering the workshop in person, post the workbook to the delegate in advance, or bring along hard copies to the session
- If delivering the workshop online, send digital copies of the workbook to delegates in advance of the session

Tutor Copy (Word Document) - This includes suggested answers to the exercises within the delegate workbook, to help you as a facilitator answer delegate questions and support group discussions.

Slide Deck (PowerPoint Presentation) - This provides you with the slides designed for the workshop. There is space where we recommend you add your company logo. To add your logo, you will need to use the **Slide Master View** on PowerPoint.

Share Your Suggestions Form (Word Document) - This additional 'Share Your Suggestions' form is designed to be distributed to delegates after the workshop to gain their feedback on how workplace wellbeing could be developed within the organisation.

Facilitation

Workshop Structure

Time	Section	Notes	Slides	Workbook
15 minutes	Introduction (15 minutes)	<ul style="list-style-type: none"> Welcome delegates to the workshop Introduce the workshop, aims, expectations and timings Agenda and points to note (regular breaks, safe space and confidentiality) <p>If in-person: mention fire exits, toilets and refreshments If online: mention mute/unmute, chat, cameras, breakout rooms</p> <ul style="list-style-type: none"> Introduce self and any co-facilitators Delegate introductions (name, role, what would you like to get out of today) Ask for any questions 	1 2-3 4	3
10 minutes	<p>What is Workplace Wellbeing?</p> <p>True or False (10 minutes incl. going through answers)</p>	<ul style="list-style-type: none"> Introduce the idea of defining workplace wellbeing Use <i>What is Workplace Wellbeing: True or False Exercise</i> in the workbook to test delegate knowledge. Read statements aloud and ask delegates to decide whether the statement is true false. Disclose the correct answer as you 	5	4

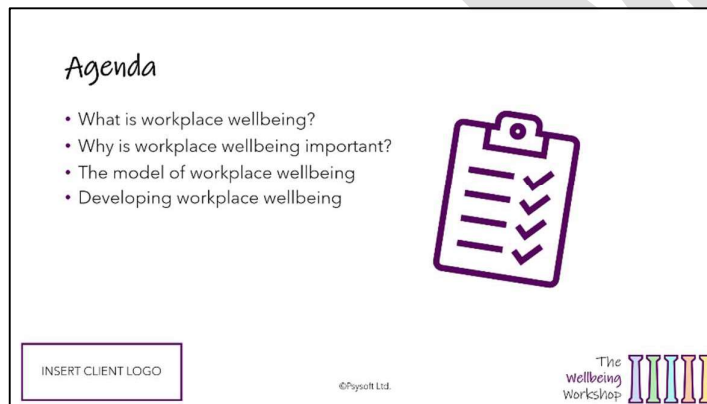
Slide Deck and Facilitator Notes

Slide 1



- Welcome delegates to the workshop
- Introduce the workshop, aims, expectations and timings
- Agenda and points to note (regular breaks, safe space and confidentiality)
- Introduce self and any co-facilitators
- Delegate introductions (name, role, what would you like to get out of today?)
- Ask for any questions

Slide 2



Suggested Script:

In today's session we will be looking at workplace wellbeing and why it is important. We'll also be exploring the model of workplace wellbeing, and how employees and organisations can develop workplace wellbeing going forward.