

# Supportive Leadership Behaviours: CHECKLIST

The 10 behavioural competencies for leading mental health at work



Behavioural Competency	Statement of Attainment
1. Be aware of the role of leaders and organisational resources and procedures.	<input type="checkbox"/> I can describe my responsibilities as a leader in supporting employees with wellbeing or mental health concerns <input type="checkbox"/> I know how and where to access organizational procedures and resources for supporting employees
2. Have a sense of responsibility or urgency to engage in supporting mental health at work (e.g. through awareness of facts and impacts).	<input type="checkbox"/> I can describe my personal values and/or professional reasons for supporting mental health at work <input type="checkbox"/> I can list a few key facts about the importance of supporting employee mental health in the workplace
3. Encourage a culture (and leadership behaviours) of support and help-seeking (de-stigmatizing).	<input type="checkbox"/> I can identify actions I have taken to endorse a culture of support – where people are more likely to feel safe to talk <input type="checkbox"/> I can identify actions I have taken to encourage people to seek help when needed, referencing it as a resilient sign of strength
4. <b>Build on everyday relationships, conversations and approachability.</b>	<input type="checkbox"/> I make the time to check-in with my direct reports and ask how they are going <input type="checkbox"/> I articulate to my direct reports, the ways in which they can approach me for advice and support
5. Recognise the signs of changes in mental health and/or performance.	<input type="checkbox"/> I know the general signs of changes in mental health and wellbeing to look out for in the workplace <input type="checkbox"/> I know the general signs of changes in work performance to look out for in the workplace (knowing these may be indicators)
6. Respond - Initiate a helping conversation, early and proactively.	<input type="checkbox"/> I know the steps and general approach to starting a helping conversation with a distressed or potentially stressed employee <input type="checkbox"/> I am confident enough to have the helping conversation immediately or in a timely manner, when I notice signs or changes
7. Refer to policy and people advice where needed.	<input type="checkbox"/> When in doubt, I will seek advice from within the organization (eg Manager, HR Business Partners, IR, ER etc) <input type="checkbox"/> I follow the policies for supporting employees with mental health concerns – including reasonable adjustments or return to work support
8. Ask them what they need and take time to listen.	<input type="checkbox"/> When talking with a distressed or potentially stressed employee, I always take the time to listen with my full attention and ask how I can help <input type="checkbox"/> When talking with a distressed or potentially stressed employee, I ask them what they think they may need
9. Create a collaborative support plan, with reasonable adjustments, for maintaining or returning them to work.	<input type="checkbox"/> I am confident enough to hold a collaborative discussion with a direct report about potential needs and adjustments to their work <input type="checkbox"/> I have a basic knowledge of how to put together a support plan (with reasonable adjustments) to help direct reports remain at work or return to work
10. Always follow up and maintain lines of communication.	<input type="checkbox"/> I schedule and ensure follow up conversations are held with anyone I've had a helping or check-in conversation with <input type="checkbox"/> I stay in regular contact with direct reports when they are on a support plan – either at work or away from work