

Leaders Wellbeing Toolkit

Leading and Managing people means creating an environment that supports and maintains a culture of wellbeing. Managing wellbeing is everyone's responsibility, and the role of Leaders is to:

- support your own wellbeing
- resource staff to support their wellbeing,
- comply with the SafeWork NSW workplace Psychosocial Code of Practice
- resource and refer staff using the resources below when needed.
- engage services and reporting mechanisms where required.
- cultivate a culture of wellbeing

The Wellbeing and Belonging Team draws on expertise, evidence-based frameworks, and specialised knowledge to equip Leaders, staff, and students with best practice strategies for creating a culture of wellbeing.

We acknowledge that Leaders and Managers face unique and increased expectations to be supporting the wellbeing of staff and teams.

Explore our Leaders Wellbeing Toolkit below.



Supporting Yourself

Leading a team requires skillful management of time, achieving outcomes, identifying priorities and supporting innovation. This complex work can create challenges for wellbeing, and looking after yourself is a priority. Leaders and managers who prioritise their own wellbeing play a pivotal role in shaping a healthy, productive, and sustainable workplace. Your wellbeing directly influences not only your own performance but also the culture, morale, and overall success of the organisation. Modelling this to team members also creates a culture of permission for staff to, in turn, support their wellbeing.

Personal Wellbeing Practices

As a Leader your wellbeing matters too! Having a set of strategies that help you restore, rest, and regroup during and after times of intensity at work is important. Staff Wellbeing Plans can be utilised for yourself, along with ensuring taking leave, having breaks, and engaging in activities that you enjoy. The **5 Ways to Wellbeing** encourages reflection in five domains that are proven to improve wellbeing.



[Explore the 5 Ways to Wellbeing](#)

The People Services Team

As a Leader, you can access the People Services Team to ask questions and plan for your own workload design, leave, and access to a range of supports, tools and resources at WSU.



[Contact the People Services Team](#)

The EAP Manager Support Service

Manager Support is an advisory service for managers; team leaders and other members of staff charged with managing employees. Manager Support assists with situations that involve difficulties or problems in workplace communication, behaviour, or performance. Manager Support is provided by senior ACCESS counsellors in telephone or face-to-face consultations.



[Leaders Tool: The Manager Support Service](#)

Training and Education

The Wellbeing and Belonging Team designs and delivers a range of customised training for leaders, staff, and students at WSU. Focus areas include Cultural Wellbeing, Managing Challenging Presentations of Staff and/or Students, Managing Workplace Stress and Burnout, Trauma Informed Practice in Education. Please get in touch to discuss further.



[Wellbeing and Belonging Team Training for Leaders](#)



Supporting Staff

Recognising staff as individuals first and professionals second honours the reality that personal experiences inevitably influence workplace performance, engagement, and contribution. Managers who demonstrate authentic concern for their team members' overall wellbeing foster trust and commitment, cultivating an environment where resilience, creativity, and productivity naturally flourish.

If you have any questions, contact our People Services Team and submit an enquiry [HERE](#)

Workload architecture and role design

Collaborating with individual team members to negotiate adjustments in workload, reducing capacity and output for periods of time, and reviewing workplans is a useful process in supporting the wellbeing of staff during difficult times. SafeWork NSW have developed a tool to assist Managers in this co-design.



[SafeWork tool: Designing Work to Manage Psychosocial Risks](#)

Individual Pulse Checks

Regularly checking in with individual staff is part of the leadership process. There are lots of ways this can occur, and finding the process that works for you and your team is important. WSU's EAP service has this resource as a guide.



[Leader Tool: Strategies for Checking in with your People](#)

Return to Work Planning

If a staff member takes a significant period of leave due to wellbeing challenges, major life events and/or workplace events, planning a supportive return to work is proven to be critical in ensuring the ongoing positive wellbeing of employees.

This planning can be done in collaboration with the Office of Safety, Health and Wellbeing, following the guide below.



[Injury and Return to Work Management Plan](#)

Leave Entitlements

Negotiating arrangements for personal leave or reduced hours is one of the ways leaders can support staff wellbeing in times of challenge. Utilising leave entitlements as a wellbeing support is a case-by-case approach and preferably agreed upon and reviewed between yourself and the staff member.



[WSU Leave Entitlements](#)

Cultivating Team Culture

Building a positive team culture is vital for wellbeing as it establishes psychological safety and connection, reducing stress while strengthening the support networks essential for human flourishing. Teams that nurture relationships, shared purpose, and healthy practices enable individuals to build resilience and achieve improved mental and physical health that extends from workplace to personal life.

Staff Wellbeing Plans

A Staff Wellbeing Plan is a personalised tool to support staff members to cope, promote and maintain overall wellbeing when facing challenges. Everyone should have their own individualised wellbeing plan, as what affects and benefits one person may not necessarily have the same impact or effectiveness for others. The Wellbeing and Belonging Team can deliver short information sessions on how to use Staff Wellbeing Plans, in conjunction with Staff Wellbeing Cafes.



[Download a Staff Wellbeing Plan](#)

Staff Wellbeing Cafes

Wellbeing Cafes support positive wellbeing through connection, belonging, and creativity. Research shows that engaging teams in simple recreational and creative activity together, creates a setting that enables wellbeing conversations, peer connection, and increase sense of belonging. Wellbeing Cafes include, Pet Therapy, Art, Yoga, Mindfulness, Crochet, Terrariums, and more.



[Request a Staff Wellbeing Cafe](#)

Foundational Wellbeing Staff Training – The 5 Rs

The 5 Rs staff workshop is core skills training for all staff on the framework to support the wellbeing of others, and themselves. The 5 Rs – Relate, Recognise, Respond, Remind, Reflect, is an evidence-based framework, accessible to all, that when applied, fosters best practice prompts that promote a culture of wellbeing. The Wellbeing and Belonging Team offer open online workshops through MyCareer, or get in touch to request a session for your team, face-to-face or online.



[Find out more about the 5R's Training and Resources](#)

Informal Team Practices

Regular team connections, gatherings and points of contact is vital for fostering a productive, healthy team. Whether you schedule a regular lunch catch up, teambuilding activity or online chat sharing, these practices help foster a culture of support. Read more about building psychological safety and using the Quick Connect practice



[Quick Connect Practice](#)

Services & Reporting

Western Sydney University, along with regulatory bodies, have a range of services and reporting mechanisms designed to support Leaders in managing people and workplace wellbeing. These services are free, and intended to be engaged to work collaboratively with you.

Employee Assistance Program

EAP is a free, professional, confidential coaching service for employees and their immediate family members, paid for by the University.

EAP is a short-term, solution focused program aimed at assisting with personal or work-related issues that may be impacting on quality of life or sense of well-being. It can be accessed 24/7, and includes face-to-face sessions, or telephone assistance. Reminding your team that they can always access this service is part of building a culture that supports wellbeing.



[About Access EAP](#)

Referral to the Office of Work Health Safety and Wellbeing

The Work Health Safety and Wellbeing (WHS&W) Unit brings together a team of professionals with many years of industry experience in health safety, risk management, return to work and staff wellbeing.

The team aims to empower and enable WHS&W communication and consultation between managers and staff, to foster a positive culture and promote proactive measures or programs to enhance the safety and wellbeing of the Western community.



[Contact the WHS Team](#)

The Complaints Resolution Unit

The Complaints Resolution Unit provides a free, accessible, timely, objective, and fair process to have student and staff concerns reviewed. Any staff member or student can make a complaint, report a sexual offence, or other harmful behaviour, or provide feedback.



[Contact the Complaints Resolution Unit](#)

SafeWork Code of Practice: Managing Psychosocial Hazards at Work

Recent legislation requires every workplace to comply with this Code of Practice. It is important that you are familiar with this code if you have functions or responsibilities that involve managing exposure to psychosocial hazards and risks to psychological and physical health and safety.

Psychosocial hazards at work are aspects of work and situations that may cause a stress response which in turn can lead to psychological or physical harm.



[Learn more about the SafeWork Code of Practice](#)