



Stress Support Tool Guidance

If an employee tells you that they feel 'stressed', under too much pressure or burnt out or if you have noticed some signs that they may not be coping or not coping as well as they would usually, you can use this stress support tool together to create an action plan and agree some solutions.

Generally, we get stressed about things that are out of our control such as deadlines, workplace conflict, pressure to work longer hours etc so it may need you as a manager with control to enable change and help formulate a plan together to try to overcome/eliminate and or reduce the pressure.

The support plan above is intended to identify any stresses in the workplace, identify the source of the problem and agree any actions with timescales. This can be used at any time eg as part of a one to one or during a return to work meeting. It is important is kept confidentially and reviewed at regular intervals with your employee.

Key points

- Remember everyone's capacity for stress is different and we all have differing abilities to deal with pressure so what may seem like a reasonable proportion of stress may be overwhelming to another person. Always respect what someone is telling you as their truth and it warrants your support even if you believe you would be able to cope with that pressure.
- Remember problems at home can contribute to someone's stresses and can impact on someone's work so be open to understand this and offer support/signposting if you can.
- Sometimes your employee may not be able to pinpoint what is making them stressed so it might be helpful to ask them to brainstorm everything they are worried about on a piece of paper on their own first.
- This tool is not intended to be used to diagnose any mental health condition, if you are concerned for your employee's health please refer them to a medical professional. For a quick guide of where to access in the moment support please look at our resources on the website.



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Employee Concerns	Impact at Work	Suggested solutions	Action agreed	Review
What does the employee believe are the main issues?	How are the issues impacting the employee at work?	What could solve the issues? (manager and employee)	What actions have been agreed and why? (manager and employee)	Review date of actions in place



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