



## **Reasonable Adjustments for Jake**

Jake, a digital marketing specialist, has been working from home as a permanent part time employee within the retail industry. Jake is a project lead for a marketing campaign, which you are overseeing. You have a strict deadline to complete the project in a month.

Over the past month, you have noticed that Jake is stressed, has difficulty concentrating, and is indecisive. He has told you that he is feeling increasingly anxious and thinks this is the result of coping with the uncertainty of 'the times' and some family stressors he is experiencing.

After your initial mental health first aid conversation with Jake, he decides to take two weeks off from work and access support from a GP and EAP. Jake contacts you after a week off from work to tell you his GP thinks he is experiencing anxiety. Jake requests to meet with you to discuss some reasonable adjustments to support his return to work.



## **Olympia**

You are the managing editor for a company that provides editing and publication support for scientific journals. Most of the staff you manage work from home. Over the past two months you have become increasingly concerned for the wellbeing and performance of one of your new staff members.

Olympia has been consistently late in submitting drafts, made errors in correspondence with stakeholders and appears to have difficulty concentrating in meetings. In your one to one catch ups, you have noticed that Olympia is sometimes energetic, talkative and full of ideas, and at other times she lacks energy, focus and motivation, and seems to be experiencing a depressed mood.

When Olympia doesn't attend work for a few days but forgets to inform you, you decide to arrange a meeting with her over Zoom. During your meeting with her, she appears withdrawn, expresses some hopelessness about her future and discloses that she has been not feeling 'well' recently.

## **Apply ALGEE to help Olympia**



## **Asilah**

You and your colleague Asilah are project officers and the social and wellbeing representatives at your workplace. Asilah is usually chatty, outgoing and eager to plan social events and wellbeing initiatives.

Over the past month you have noticed that Asilah seems less engaged and enthusiastic in offering her opinion and organising events. In weekly team meetings she has seemed tired and irritable, and a few times she has lost her patience with colleagues.

When you casually ask Asilah how she is doing one morning, she shrugs you off, saying she just hasn't been sleeping well. When you phone her a few days later to discuss some timelines for a project, she is indecisive and doesn't show much initiative. She seems despondent, and makes some comments about not caring and losing faith with the 'system'. When you ask her what she means by this, she indicates that she is just fed up with her life.

## **Apply ALGEE to help Asilah**