

ORGANISATIONAL BURNOUT MITIGATION WORKBOOK

Let's do this!

Much remains uncertain, but one thing is clear – **burnout needs to be addressed!**

How organisations handle the well-being of their people will define organisational culture both for their workforce and their customers. Organisational reputations will be shaped for years to come, in turn defining future competitiveness in the

search for talent.

The attached workbook is a **practical framework for business and HR leaders** to think through how to manage burnout in their organisation. The workbook focuses on three groups that will be key to managing burnout within the organisation – Managers, Senior Leaders and HR



BURNOUT: MANAGER WORKBOOK

Objectives

1. Educate managers about the causes and to identify burnout

Our Plan:

Measurement:

2. Create a safe environment for open conversations

Our Plan:

Measurement:

3. Give managers the support and autonomy to help their people

Our Plan:

Measurement:

Actions



Develop and ensure managers attend sessions on understanding and identifying burnout.



Ensure managers hold regular sessions with their teams to discuss burnout.



Develop tools to help managers discuss burnout during 1:1 meetings.



Create resources that managers can use to support employees who are at risk of burnout (e.g., burnout resource toolkit).



Develop and ensure managers attend sessions on understanding and identifying burnout.



BURNOUT: SENIOR LEADERS WORKBOOK

Objectives

1. Make well-being a part of an organisation's culture and a strategic priority

Our Plan:

Measurement:

2. Create organisational awareness of burnout

Our Plan:

Measurement:

3. Lead by example – promote healthy work habits

Our Plan:

Measurement:

Actions

- Define specific well-being metrics and measurements and take responsibility to drive the metrics in the right direction.
- Create a senior management-led campaign to openly discuss and destigmatise burnout.
- Conduct 360 Feedback on managers with a focus on their capability to focus on well-being,
- Create 'burnout shield' budgets to help teams experiencing burnout to fix the situation.
- Review promotion and remuneration processes to embed fairness and transparency.



BURNOUT: HR WORKBOOK

Objectives

1. Review and design each step of the employee experience to reduce burnout

Our Plan:

Measurement:

2. Include burnout assessment tools in your listening strategy

Our Plan:

Measurement:

3. Give managers the support and autonomy to help their people

Our Plan:

Measurement:

Actions

- Review the listening strategy and ensure it regularly checks for burnout within your organisation.
- Utilise analytics to identify specific groups likely to be affected by burnout and take action to change the conditions of their work.
- Create a 'burnout action plan' to support managers and employees.
- Breakdown each step of the employee journey and optimise practices that reduce burnout.
- Identify managers with low engagement scores and co-create strategies to increase engagement.

