

SELF-CARE TIPS

- Healthy diet
- Regular exercise
- Understand stress and your response to it
- Good sleep patterns
- Relaxation
- Have fun
- Time management
- Positive thinking
- Embrace change
- Ask for help

INFORMATION FOR LINE MANAGERS (SECTION 4 OF GUIDE)

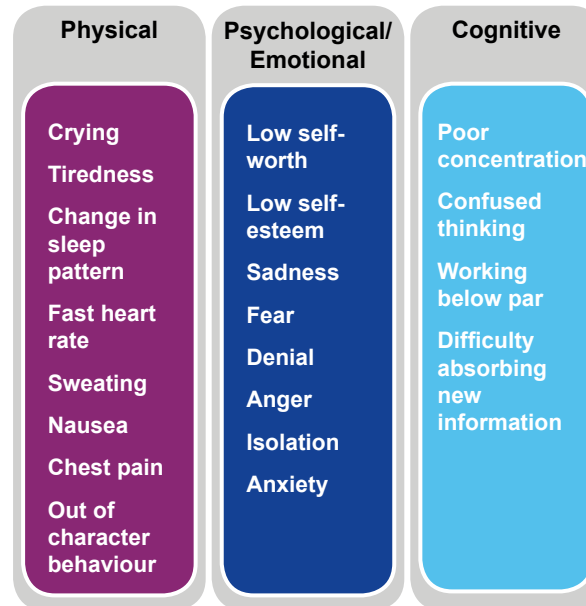
Line managers play an important role in supporting those with mental health issues and in addressing concerns arising from this. Line managers can create a positive working environment to allow effective communication about mental health issues arising in the workplace. A good manager will

- Be available
- Listen
- Promote Civil Service diversity and equality policies
- Promote support services, e.g. CSEAS, Disability Liaison Officer (DLO)
- Take action when required
- Implement policies on sick leave and attendance

INFORMATION FOR COLLEAGUES (SECTION 5 OF GUIDE)

Colleagues can be very helpful in contributing to a positive working environment, by behaving in a way that fosters an ethos of good health in the workplace and supporting those with mental health issues.

POSSIBLE SIGNS AND SYMPTOMS OF MENTAL ILL-HEALTH (APPENDIX 1 OF GUIDE)



USEFUL RESOURCES (APPENDIX 2 OF GUIDE)

There are many resources available which provide information and support and promote good mental health. If you have concerns about mental health issues, it is important to seek assistance. These concerns can be about your own mental health or that of a colleague, friend or family member.

Be proactive - learn about what is there and promote openness to discussing and addressing mental health and well-being.

The World Health Organisation defines mental health as “a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community”.

Source <http://www.who.int/en/>

GOOD MENTAL HEALTH IN THE WORKPLACE

SUMMARY LEAFLET TO ACCOMPANY INFORMATION GUIDE
ON MENTAL HEALTH & WELL-BEING IN THE WORKPLACE

CIVIL SERVICE EMPLOYEE ASSISTANCE SERVICE (CSEAS)

Seirbhís Chúnaimh
d’Fhostaithe na Státseirbhíse



Civil Service Employee
Assistance Service

Phone: 0761 000 030
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www.cseas.per.gov.ie

MISSION STATEMENT

To offer a quality resource and support service for all staff which positively affects both individual health and well-being and organisational effectiveness

November 2014

GOOD MENTAL HEALTH AT WORK

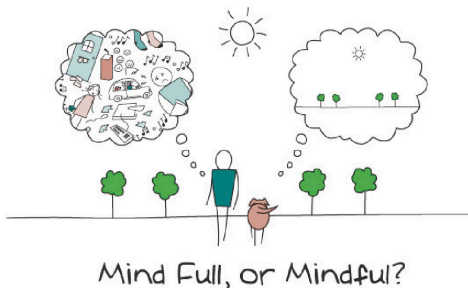
Maintaining and fostering positive mental health in the workplace brings benefits to all concerned. The Civil Service recognises its staff as a valuable resource. By raising awareness of and promoting good mental health in the workplace, the aim is to build and maintain a resilient workforce to deliver effective services. This leaflet provides a brief outline of the booklet titled “Information Guide on Mental Health & Well-being in the Workplace” which is aimed at all civil servants to encourage positive mental health. Please refer to the booklet, available to download from the CSEAS website www.cseas.per.gov.ie for full information.

WHO IS THE GUIDE AIMED AT? (INTRODUCTION TO GUIDE)

- All civil servants
- Individuals who experience mental health issues
- Line managers and HR personnel in their staff management function
- Colleagues who may work alongside and support those with mental health issues

WHAT IS MENTAL HEALTH?

The term mental health describes an emotional resilience which enables us to enjoy life and cope with the challenges life brings us.



INDICATORS OF GOOD MENTAL HEALTH

- Resiliency to stress
- Sense of belonging
- Clear thinking
- Productive behaviour
- Ability to take care of self and others
- Sense of well-being and contentment
- Flexibility
- Spirituality - finding a meaning in one's life
- Optimism
- Self-confidence
- Respect for self and others
- Stable relationships
- Empathy

ORGANISATIONAL RESOURCES THAT CONTRIBUTE TO THE CREATION OF A HEALTHY WORKING ENVIRONMENT (SECTION 2 OF GUIDE)

Good mental health is promoted in the workplace through the use of positive measures that foster and encourage a healthy working environment. Resources at the disposal of the Civil Service are as follows



INDIVIDUAL RESPONSIBILITY FOR MENTAL HEALTH (SECTION 3 OF GUIDE)

Individual employees play a key role in caring for their own mental health and have a responsibility to contribute to a positive ethos of positive mental health in the workplace.

HOW TO CREATE A POSITIVE ETHOS IN THE WORKPLACE

- Look after your mental health
- Be respectful to fellow employees
- Take action on interpersonal problems
- Take action on mental health concerns
- Use your personal resources, e.g. family, friends, GP
- Avail of workplace supports, e.g. CSEAS, HR Division and line manager support

BUILDING RESILIENCE

Resilience is the process of adapting well in the face of adversity, trauma, tragedy, threats or perceived stress. Resilience can be learned and developed.

STRATEGIES FOR BUILDING RESILIENCE

- Good social connections/sense of belonging
- Learn how to cope well with crises
- Acceptance
- Set goals - small steps
- Nurture a positive view of yourself
- Maintain a hopeful outlook
- Take decisive actions
- Develop problem solving skills