

Tips for supporting others in the workplace

Life is constantly changing. Know that whatever you're going through now, won't last forever. It's sometimes hard to remember this, but an 'Attitude of Gratitude' goes a long way and can help to stay positive & remember the better things about your life.



- 1** Come from a place of caring
- 2** Don't avoid saying the difficult or awkward things
- 3** It's better to say something with caring than nothing at all
- 4** Confirm Confidentiality
- 5** Be Direct
- 6** Ask what they need
- 7** Ask how you can help
- 8** Allow them to take responsibility for their own issues
- 9** Allow them to take responsibility for their own issues
- 10** If someone is out sick (due to mental health issues) don't forget about them! If they broke their leg, or had the flu you'd probably send a card, flowers or text/call them!
- 11** "Experts" – sometimes we are afraid to help or get involved because we don't know what to do, or are not an "expert" in the area. We are all experts in life though! Have compassion, be kind, be human. Share your time, your expertise, your advice, or just listen.
- 12** Know when to go to nominated person if there is a serious problem or your colleague is at risk of harming themselves or others. (Bear in mind that it's possible to discuss something without breaking confidentiality)
- 13** Don't forget to look after yourself after being involved/ supporting somebody through a difficulty.