

## Tip sheet

# Checking in on others

Reaching out to someone about their mental health is a vital way of offering support during tough times. Simply asking 'How are you?' shows that you're there for them when they need it most.



Even if the person is doing well, they'll likely appreciate your concern and may feel more comfortable opening up in the future.

**To ensure a productive conversation, keep these tips in mind.**

- Select a time and place that allows for an unhurried and private discussion
- Approach them with a calm and friendly attitude, demonstrating genuine concern for their wellbeing
- Use open-ended questions to start the conversation
- Listen actively and avoid making judgements
- Encourage them to seek help and take steps towards improving their mental health.

## Establishing a supportive workplace – Guidance for managers

It's vital that team leaders regularly check in with their people. This lets you ensure that they are mentally well and provides an opportunity for you to receive feedback.

Before you start approaching staff, understand that employees are more likely to discuss mental health issues if they feel their workplace is supportive and understanding.

**To create a supportive environment:**

- frequently ask your team members straightforward questions such as 'Are you doing okay?' or 'How are things going?'
- discourage any gossip about colleagues' mental health. Rumours are often incorrect and unhelpful, and should be firmly stopped;
- be mindful of what you say in public workspaces compared to private meetings;
- share your own experiences with mental health challenges and how you overcame them. This requires mutual trust but shows empathy and underscores that mental health concerns are universal.

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### Contact

0508 664 981  
assistance@vitae.co.nz  
www.vitae.co.nz