



ENCOURAGE SELF-CARE

**A playbook on
WORKPLACE
MENTAL
WELL-BEING**

Why is it important to encourage self-care?

Employees are more likely to embrace self-care if leaders embody the message and their organisation caters time for self-care activities.



Organise activities to promote self-care

1

Offer training on well-being

- Organise workshops* to equip employees to look after their health and well-being. Topics may include managing stress, having sufficient sleep, adopting healthy habits and practising mindfulness. Games and quizzes may also be incorporated to make the sessions more interactive and fun.

2

Organise exercise classes/offer gym memberships

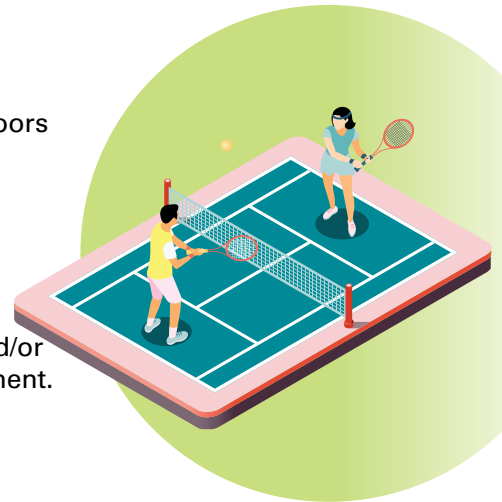
- Organise on-site or virtual exercise classes* or offer gym memberships to encourage employees to exercise regularly.
- Exercises need not be high-intensity; consider yoga or meditation classes as a means to help employees de-stress. Health Promotion Board's recommendation is to get 150 minutes of exercise a week.



* [WSH Council's Total WSH Programme](#) can offer companies such activities for free.

3 Promote recreational activities

- Form outdoor recreational teams as spending time outdoors has a wide range of physical and mental health benefits, such as improving our mood and reducing stress.
- Organise team-building activities to improve team collaboration and rapport while having a good time.
- Allow employees to take time off their work schedule and/or sponsor booking fees for sports venues or sports equipment.



4 Start an office club

- An office club allows employees with similar interests to interact. Some examples of office clubs include photography, gardening, cooking/baking or gaming clubs.
- Allocate a budget for club members to pursue their interests.



“The turn up rate of the engagement was at least 90%, with low absenteeism. Employees look forward to the meetings and are excited to take part”

– HR Manager

HOW SOME HAVE DONE IT

SECTOR: Construction

What they did:

Monthly wellness engagement sessions

How they did it:

- Organised sessions to help employees take charge of their mental and physical well-being and participate in activities that they are interested in
- Birthday celebrations via Zoom to enable more to join in
- Different interactive quizzes along well-being themes such as how to cook healthy food* and how to care for their own mental well-being chosen for each session

Key ingredients for success:

- Be clear on the objectives and desired outcomes of each session to allow management to understand and support initiative
- Maximise attendance by involving line managers and Heads of Department (HODs) early to allow for rostering of duties for essential work activities

* Discover healthy recipes at [HealthHub](#) or engage a vendor to conduct cooking demos for free under [WSHC's Total WSH Programme](#).

5 Celebrate milestones and good news

- If in-person celebrations are not feasible, consider mailing a gift to someone who has achieved a special milestone, such as a promotion.
- Organise regular check-ins to encourage team members to share good news, both related to the business and their personal lives and/or have noticeboards/digital platforms to post congratulatory notes, words of encouragement, inspirational quotes and happy thoughts.



Share useful tips and techniques on self-care

1 Have an internal communications strategy in place to send out self-care material



Keep your employees optimistic and actively engaged. Organisations may consider sending specially curated self-care related Electronic Direct Mailers (EDMs) or bulletins



Town Halls are excellent platforms for senior management and employees to come together to connect, collaborate and share updates. Organisations can use such platforms to get employees to share ideas on self-care tips and techniques.* This may allow employees to connect with other colleagues with similar interests or hobbies and foster informal conversations within smaller groups with common interests

For employees who do not have access to emails or digital communications, organisations may consider posters or infographics with simple messages and tips on self-care in common areas, such as rest or meal areas



2 Encourage exchange of self-care tips among employees

- During regular team huddles, team leaders may consider setting aside some time for employees to exchange their personal coping techniques (e.g. safety and health moments). This could inspire others to adopt a similar technique to improve their quality of life and mental well-being.

* Explore useful resources such as self-care tips at [MindSG](https://www.mindsg.org.uk/).

This booklet is part of the series
of initiatives from

A playbook on WORKPLACE MENTAL WELL-BEING

Contact Us

For more information and support on workplace mental well-being initiatives, you can visit Workplace Safety and Health (WSH) Council's website at **www.wshc.sg/mentalwellbeing**.

The resources in this playbook are not exhaustive. Should you wish to feature or share your company's mental well-being practices and learnings, please contact WSH Council through the above website.

All rights reserved. This publication may not be reproduced or transmitted in any form or by any means, in whole or in part, without prior written permission. The information provided in this publication is accurate as at time of printing. The Workplace Safety and Health Council does not accept any liability or responsibility to any party for losses or damage from following this publication.