

Personal Wellness and Resilience for Managers



I Commit!

The I Commit! checklist is part of the Wellness and Resilience e-learning course. During the course, you'll be guided to the activities in the document, which you should complete before continuing with the e-learning course.

As you complete the questions and activities in this checklist you will build up your own Action Plan.

At the end of the e-learning course you can finalise your commitments, detailing how you will actively manage your personal wellness and resilience.

1. Energy Flow: From Boredom to Burnout

Fill in your commitments below to commit to stay in the Green Zone.

My Commitments to Stay in the Green Zone

Actions that I would take:

Things that might get in my way:

What I can do to overcome these things:

I Believe that I Can Keep My Commitment

Now rate how confident you feel about keeping your commitments.

- 1) Not confident.
- 2) Slightly confident.
- 3) Confident
- 4) Very confident.

It is important to maintain your commitment to stay in the Green Zone. Don't be disheartened if it seems difficult at first, changing habits takes time. That's why your commitment and discipline is needed, without that it is difficult to change "old" ways.

2. Tackling Stress and Building Resilience

Preparedness

How can you prepare yourself for your work?

Is there any training or information that you need?

Meaning and Motivation

What drives you and keeps you motivated?

Adaptability and Resourcefulness

How do you solve problems and find solutions?

Who are resource people that you can ask for help when needed?

3. Facing Traumatic Events

It is helpful when managers understand this impact of the work and provide a supportive environment. Managers can help promote wellbeing through encouraging employees to use their breaks and annual leave and modelling good work-life balance.

What strategies will you implement to deal with traumatic stress and vicarious trauma?

4. Wellness and Resilience During Rest and Recovery

Write a personal commitment in each of the stress management areas to follow when you return home from the field.

Social Support

e.g. I will go back to my evening class and enjoy socialising with my old friends.

Health and Wellbeing

e.g. I will try to get 8 hours of sleep per night.
e.g. I will write my reports when I get home to help reflect on my experiences.
e.g. I will walk the dog twice a day and go for a run 3x a week.

Personal Management:

Preparedness

e.g. I won't rush back to work, I'll enjoy the time off I've been given to spend with friends and family.

Meaning and Motivation

e.g. I will go for coffee with my cousin, we talk very easily and get on well - he gets me.
e.g. I will connect with other field workers I know so we can share experiences.

Adaptability
and
Resourcefulness

e.g. If I'm not adapting to home life easily, I will seek help.

5. Prepare

1. *Begin your management action plan by committing to enact the current strategies that are in place in your organisation.*

I will enact the strategies in place in my organisation by....

2. *Tick the actions from the list below that you commit to take in your organisation.*

I will foster wellness and resilience by:

- ☐ Putting appropriate policies in place.
- ☐ Make sure policies are designed to support routine work and any crisis that may occur.
- ☐ Recognising different needs in different roles.
- ☐ Emphasising an organisational culture that recognises the importance of proper support.
- ☐ Making sure all risks are considered and assessed.
- ☐ Regularly checking and updating policies.
- ☐ Educating and training staff.
- ☐ Making sure that policies are applied.

Remember, as you are responsible for supporting staff in your organisation, make sure you look after your self-care too.

6. Support

1. *Continue your management action plan by committing to put appropriate preparation and training in place in your organisation.*

Tick the actions from the list below that you commit to take.

I will put appropriate preparation and training in place in the workplace...

- ☐ I will prepare my team members by providing information on their job and the potential field conditions and keep them updated as these conditions change.
- ☐ I will give my team members a context about the location including any local cultural attitudes or social factors they should consider and information on practices and systems of social organisation.
- ☐ I will provide basic knowledge of the crisis and the world views of the affected population.
- ☐ I will prepare my team members so they have information on behaviours that may cause offence in the local sociocultural context.
- ☐ I will make sure that my team members receive adequate training on safety and security.
- ☐ I will make sure that my team members are briefed on a spectrum of stress identification and stress management techniques and on any existing organisational policy for psychosocial support for teams.
- ☐ I will make sure that experienced field management workers are available to support the team.

2. *What effective monitoring procedures will you put in place in your organisation?*

I will put the following effective monitoring procedures into the workplace....

3. *What mechanisms will you put in place to bring about cultural change in your organisation?*

Tick the actions from the list below that you commit to take.

I will bring about cultural change in my organisation by....

- ☐ Establishing a culture of openness and communication.
- ☐ Providing regular refreshers.
- ☐ Facilitating a healthy working environment.
- ☐ Addressing potential work-related stressors.
- ☐ Making sure your team members have access to health care and psychosocial support.

4. *Continue your management action plan by committing to put in place procedures to respond to critical incidents in your organisation.*

Tick the actions from the list below that you commit to take.

I will respond to critical incidents in my organisation by...

- ☐ Putting in place actions in case of critical instances.
- ☐ Providing appropriate training.
- ☐ Making sure structures are in place.
- ☐ Responding appropriately by providing specialist support where required.
- ☐ Managing evacuation where necessary.

7. Move On

What procedures will you put in place to ensure support past the end of assignment for humanitarian workers?

I will put in place procedures to ensure support past the end of assignment for members of my team by...

Well done! You have now completed the I Commit! survey.

I commit to following these activities and will use this document as my wellness and residence Action Plan!

Enter your signature and the date below.

