Avanti | Academy

AVANTI ACADEMY IN PRACTICE

Notice, Ask, Act

Supporting a colleague's mental health

Workbook

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How to use this workbook

Each part of Notice, Ask, Act includes a short Try it activity. When the narration invites you to pause, turn to the matching sheet here and take ten minutes or so to work through it for your own role. There are no right answers. The point is to leave with something you will actually do. Keep your completed sheets: they make a useful record for supervision, appraisal or your personal development plan.

Part 1 · Noticing and Starting the Conversation

Planning one conversation

Think of one person you have noticed a change in. Plan a short, private conversation: what you have seen, when and where, your opening words, and the support you will have to hand. If nobody comes to mind, plan how you will open the door for the whole team.

What have I actually seen, as plain facts and without labels?
When and where could we talk privately without either of us being rushed?
My opening sentence, my first question and my second question if they say fine:
What support do I need to have to hand, and how do people reach it?
When will I follow up, and how will I make sure I do?

To reflect on: *Is there someone in your team you have noticed a change in but not yet asked about, and what has held you back?*

Two short plans

Make two short plans. For one person in your team, note what gets in the way, one adjustment to trial and a review date. For yourself, note who supports you, one protected break in your working day and one evening a week that belongs to you.

Who in my team, and what gets in the way of them doing their best work?
One change we could trial, how I will ask them about it, and the review date:
If they are off, how and how often we agreed to keep in touch:
Who supports me, and when did I last talk to them properly?
My protected break, my evening, and who I will tell:

To reflect on: *Who supports you when the work of supporting others gets heavy, and when did you last ask them for help?*

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