

How to Cope with Mental Health
Challenges in the Workplace

Tuesday 3<sup>rd</sup> October 2023



#### Your Host Today...



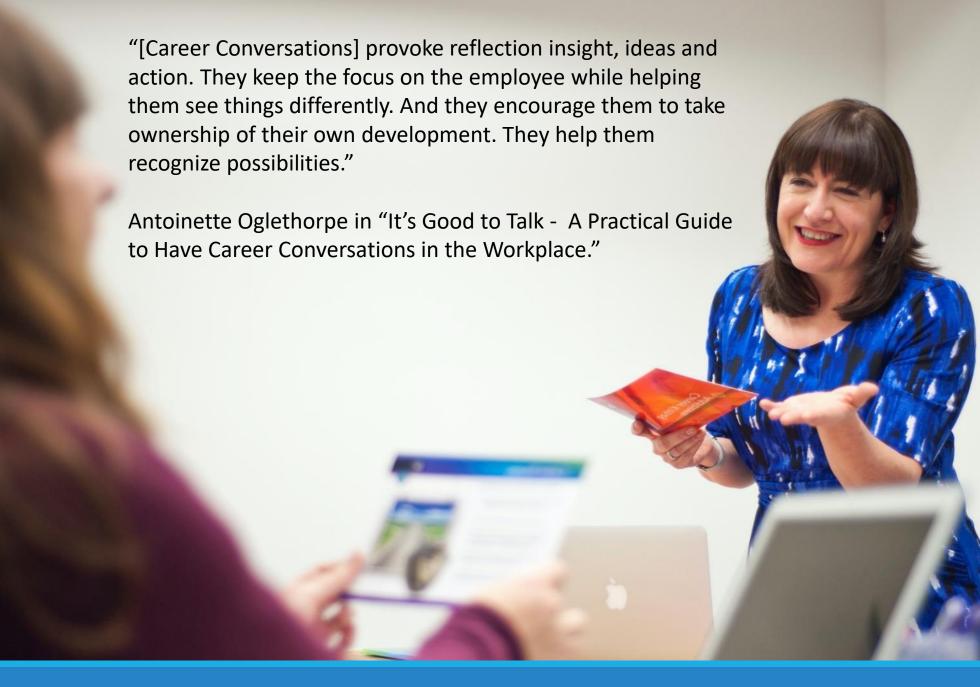


Imrah Mughal
Career Development & Experience
Analyst

#### Antoinette Oglethorpe

>25 years of experience developing leaders in the Private Sector and now consulting with the UN System

Speaker and Author on Talent DevelopmentProfessional Career Coach and Counsellor



## As a result of this webinar, you will be able to:



Articulate why mental health is a critical component of overall workplace well-being



Identify early warning signs of mental health challenges, both in yourself and your colleagues



Use a toolkit of practical coping mechanisms and strategies to manage stress, anxiety, and other mental health challenges

#### What we'll cover in this webinar



Understanding the Importance of Mental Health



Identifying Early
Warning Signs
of Mental
Health
Challenges in

the Workplace



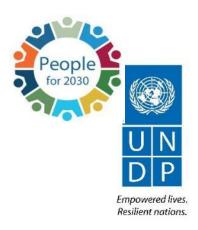




Toolkit for Coping with Workplace Mental Health Challenges



Understanding the Importance of Mental Health





## Question



What are your thoughts on why mental health is important in the workplace?

PLEASE TYPE YOUR ANSWERS INTO THE CHAT BOX

## The Hard Facts: Statistics and Data Points

1 in 5 adults experience mental health issues

Untreated mental health disorders cost employers between \$79 to \$105 billion annually



#### **Anonymous Poll**

Q1: HAVE YOU EVER FELT MENTALLY DRAINED OR EMOTIONALLY OVERWHELMED WHILE AT WORK?



A) Yes, often



B) Occasionally



C) Rarely



D) Never

#### **Anonymous Poll**

#### Q2: HAVE YOU EVER CALLED IN SICK BECAUSE YOU WERE EMOTIONALLY OR MENTALLY UNABLE TO FACE WORK?



A) Yes, more than once



B) Once



C) Considered it, but didn't



D) Never

#### **Anonymous Poll**

Q3: HOW COMFORTABLE WOULD YOU FEEL DISCUSSING MENTAL HEALTH ISSUES WITH YOUR IMMEDIATE SUPERVISOR OR HR?



A) Very Comfortable



B) Somewhat comfortable



C) Neutral



D) Uncomfortable



E) Very Uncomfortable

#### The Business Case for Mental Health

Companies with strong mental health programs see a return on investment (ROI) of 4:1







#### Reflection



How does this resonate with you? Have you seen examples of mental health challenges having a negative impact in the workplace?

Please type any comments or questions into the chat box



Identifying Early Warning Signs of Mental Health Challenges in the Workplace

#### Early Warning Signs

**Increased Absenteeism** 

**Drop in Productivity** 

Changes in Behavior or Appearance

Low Energy Levels

Disengagement



Frequent Complaints of Fatigue or

**Unexplained Aches** 

Difficulty in Decision-Making

**Emotional Outbursts** 

Increased Isolation

**Procrastination** 

#### Case Study 1: Increased Absenteeism & Low Energy Levels

One-on-one meeting to discuss her well-being

Referred to an Employee Assistance Program (EAP)

Flexible working hours



#### Case Study 2: Drop in Productivity & Emotional Outbursts

Offer support and inquire if everything is alright
Opens up about feeling overwhelmed with his current workload
Allocates some of Tim's tasks to other team members temporarily



## Case Study 3: Changes in Behaviour & Frequent Complaints of Fatigue

Candidly asks if she's doing okay



Suggests speaking to HR about a temporary shift in work hours to accommodate better sleep

Condition improves with these changes, and she becomes more engaged at work



#### Case Study 4: Disengagement & Difficulty in Decision-Making

A conversation reveals that employee is unclear about the direction of his career

The manager suggests a career development course

Becomes re-engaged and more decisive as he gains a clearer sense of direction.







## Reflection (\*\*)



Are there any other early warning signs or scenarios that you would like to share?

Please type any comments or questions into the chat box

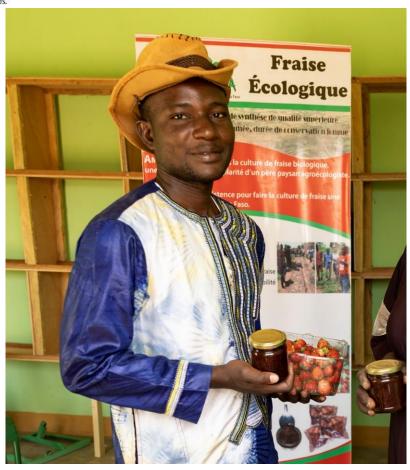


Toolkit for Coping with Workplace Mental Health Challenges









## Activity: 3-minute Journalling

Write down answers to the following three questions:

- 1. How are you feeling right now?
- 2. What's one challenge you're facing in the workplace that affects your mental health?
- 3. What's one simple action you can take to improve this situation?

### Triggers

High Workload

Lack of Support

Job Insecurity

Work-Life Imbalance

**Poor Team Dynamics** 

Lack of Recognition
Unclear Role Definitions
Lack of Autonomy
Personal Life Events
Change Management

## Time Management Techniques

#### Pomodoro Technique

Work in bursts of 25 minutes, followed by a 5-minute break. It can help you focus better and relieve stress

#### Eisenhower Box

Prioritize your tasks into four categories: urgent and important, important but not urgent, urgent but not important, and neither. It helps take control of your workload

# Mindfulness & Breathing Exercises Deep Breathing

Pause and take deep breaths to activate your body's relaxation response

#### **Five Senses Exercise**

Ground yourself in the present by focusing on your five senses. What do you see, hear, feel, smell, and taste right now?

## Physical Activity

#### **Desk Exercises**

Small stretches and movements can help release muscle tension

#### Walk and Talk

Instead of sitting in a conference room, suggest a walking meeting for one-on-ones

## Mental Breaks Short Breaks

Step away from your workspace for short breaks to clear your mind

#### Digital Detox

Limit time spent on social media and emails to avoid digital fatigue

## Healthy Eating Habits

#### **Nutrient-Rich Snacks**

Keep a stash of healthy snacks like fruits and nuts to nourish your body and mind

#### Hydration

Drink plenty of water throughout the day to keep your cognitive functions sharp

### Open Communication

#### Speak Up

If the workload is overwhelming, speak to your manager about how to manage it better

#### Seek Peer Support

Sometimes talking to a colleague can provide invaluable emotional support and perspective

# Positive Affirmations and Visualization

#### Affirmations

Use positive affirmations to counteract negative thought patterns

#### Visualization

Visualize completing a project successfully or managing a challenging situation well

### Professional Help

#### Employee Assistance Program (EAP)

Use it if your workplace offers it

#### Counselling

Sometimes professional help is the best way to manage chronic stress and anxiety

# Continuous Learning and Adaptation

#### Upskill

Learning a new skill can provide a sense of accomplishment and control

#### Adjust

If something isn't working, don't hesitate to adapt or try a new strategy

#### Work Life Boundaries

#### Set Boundaries

Make it a rule not to check work emails during family time or vacations

#### Flexible Scheduling

If possible, arrange your work schedule to better fit your life demands







#### Reflection

Write down three strategies you can implement immediately

Please type any comments or questions into the chat box



What remaining questions do you have?

#### Meet UNDP Well-being Team





Prachi Prachi
Staff Counsellor, Team Lead, UNDP HQ
Email: prachi.prachi@undp.org,
Languages: English, Hindi,
Kannada, Nepali



Gulnara Zhakupova
Staff Counsellor, UNDP RBEC
Email: gulnara.zhakupova@undp.org,
Languages: English, Russian, Kazakh



Cecilia Alegre
Staff Counsellor, UNDP RBAP
Email: cecilia.alegre@undp.org,
Languages: English, Italian Spanish



Irina Tychkina
Staff Counsellor, Duty of Care
Email: irina.tychkina@undp.org,
Languages: English, Russian, Spanish



Khattab Saeed
Staff Counsellor, UNDP RBAS
Email: khattab.saeed@undp.org,
Languages: Arabic, English



Estelle Mayaud
Staff Counsellor, UNDP RBA
Email: estelle.mayaud@undp.org,
Languages: English, French





- > For individual counselling requests please email/refer to: oshw.focalpoint@undp.org
- > For resources, useful tips, webinar recordings and upcoming events visit:
- UNDP <u>Wellbeing Site:</u>
- Newsletter sign up
- Well-being Café Podcast
- UNDP <u>Wellbeing Café</u> page on Yammer
- UNDP <u>Wellbeing App</u>: local information, valuable articles, self-assessments and announcements

#### Thank You!





For any further questions, reach out to us on:

E-mail: career.development@undp.org

**Yammer:** Career Development & Experience

Or visit our intranet page on:

https://undp.sharepoint.com/teams/TalentDevelopmentHub