



MANAGER RESOURCES

Building a Culture of Wellbeing

As a manager, you're not expected to "fix" personal or wellbeing related challenges your team members may face. Your role is to create a supportive, respectful environment where co-workers feel seen, heard, and able to do their best work. This guide offers prompts and resources to help you foster open dialogue, recognize signs of stress, and direct team members to the appropriate support when needed.

If a situation arises that goes beyond the scope of this guide or your comfort level, please reach out to your local HR representative for further assistance – for your team member's wellbeing and your own.

OPEN COMMUNICATION AND ACTIVE LISTENING

Frequent one-on-one and team check-ins help build trust and maintain a culture where wellbeing and performance thrive. These meetings are good opportunities to gauge stress, workload, and overall balance.

Prompts to Promote Open Communication

- "How are you doing today? Is there anything you need to stay focused and productive?"
- "What's going well this week, and where do you feel stuck?"
- "Is there anything preventing you from completing your work during work hours?"
- "What kind of support would feel most helpful from me right now?"

Prompts to Promote Active Listening

- "That's helpful to hear. Tell me more about what led to that."
- "So, what I'm hearing is [restate the point], is that right?"
- "Thanks for sharing that with me. What do you think would be a good next step?"

MONITOR STRESS/BURNOUT INDICATORS

It's important to stay attuned to signs of stress or burnout, such as dips in productivity, increased absenteeism, or visible disengagement. When you notice these indicators, consider



adjusting responsibilities, revisiting deadlines, or checking in to better understand what's going on.

Prompts to Gauge Stress/Burnout

- “Are you feeling stretched, balanced, or somewhere in between?”
- “How can I support you in keeping things on track while maintaining balance?”
- “Is there anything impacting your ability to meet your goals that I should know about?”
- “Are there any small changes we can make that would help you feel more supported?”
- “Is there anything that would make your workload feel more manageable right now?”

Prompts to Promote Prioritization

- “Are you clear on what's most important to focus on this week?”
- “Let's align on outcomes – is anything on your plate that doesn't align with the goals of our department?”
- “How can I support you in delivering quality work while maintaining balance?”
- “What can we deprioritize or streamline to help reduce pressure?”

PROMOTE WORKLIFE BALANCE OR INTEGRATION

Support flexible work practices, realistic timelines, and regular time off to help your team maintain a healthy balance between work and personal life. Modeling healthy boundaries is equally important. When managers take breaks and time off, co-workers feel safe to do the same.

Prompts to Promote Taking Breaks

- “Have you had a chance to step away today? Even a short break can make a big difference.”
 - More structured example: “If you're feeling the need to take a break, feel free to check in with me – we'll work within our guidelines to support you.”
- “What helps you recharge during the day? Are you getting time for that regularly?”

Manager modeling prompt: “I'll be stepping out for a few minutes to get some fresh air. It's been a long day and that will help me recharge.”



Prompts to Promote Vacation and Time Off

- “Have you looked at your time-off balance lately? I want to make sure you’re using your vacation – it’s important.”
- “Any plans to take a few days off soon? Even a short break can help reset your energy.”
- “You’ve been putting in a lot of effort – do you have any upcoming time off to recharge?”
- “Time away from work is part of staying well. Let me know if you need help planning coverage so you can fully unplug.”

PROVIDE WELLBEING RESOURCES & SUPPORT

There may be times when co-workers need additional tools or professional support. Regularly remind them of the resources available and check in to see if they’re finding what they need to stay well and productive.

Support Prompts

- “Do you feel you have the tools and resources you need to do your job well?”
- “Is there something missing that would help you feel more supported?”
- “Are you aware of the Wellbeing resources available to you? Here is a flyer with information: [Wellness Program Overview Flyer \(PDF\)](#)”
- “Would it be helpful to connect with our Life Resources Program?”
 - The Life Resources Program offers 24/7 access to expert counseling, self-care tools, and an extensive library of resources for personal and professional wellbeing.
 - **Phone:** 844.824.3273
 - **App:** GuidanceNow
 - **Website:** liferesources.uci.edu
 - **Web ID:** UCILRP
 - [Flyer – Summary of Services](#)

ADDITIONAL RESOURCES FOR MANAGERS

- [Manager Wellbeing Toolkit](#)
- [Wellness Program Overview Flyer \(PDF\)](#)



ADDITIONAL RESOURCES FOR TEAMS

Physical Wellbeing

- [FitSquad Fitness Classes](#)
- [Campus Recreation](#)
- [Culinary Health](#)
- [Diabetes Prevention Program \(DPP\)](#)
- [Discounts to Gym Memberships](#)

Mental Wellbeing

- [Faculty & Staff Support Services](#)
- [Life Resources Program](#)
- [Mental Health First Aid](#)

Financial Wellbeing

- [Fidelity Consultations/Trainings](#)
- [University Credit Union](#)
- [Discounts](#)
- [Life Resources Program](#)

Family Wellbeing

- [Family Support Services](#)
- [Dependent Care](#)
- [Lactation](#)
- [Life Resources Program](#)