

WE'RE HERE FOR YOU

Brief Guide for a Well-Being Check-In: A Resource for Faculty and Staff

Supervisors, managers, leaders, and local teams can support the emotional well-being of their colleagues by inviting regular conversations and check-ins. The prompts are designed to provide some suggestions for facilitating well-being discussions, and can be used with faculty, staff, and learners. This guide:

- Provides check-in options that can be briefly self-directed or facilitated
- Recognizes that work in a university or health care setting, as well as global, local and team events and stress affects everyone, whether directly or indirectly
- Appreciates teams and individuals may only have a few minutes to focus on their well-being at work
- Is meant to be easy to implement
- Supports well-being discussions, but is not a substitute for professional counseling or intervention
- Reminds us that we bring our whole selves to provide the best care or work we can at this moment.

Five-Minute Well-Being Check-In (e.g., during staff or faculty meetings, team huddles, individual meetings)

Opening Statement (example):

As we come together, let's pause and take a few minutes for a brief well-being check in, acknowledging the challenges, difficulties, and positives we face, both at work and at home. It is completely normal and understandable to have a range of responses. Let's take a moment to check in with each other.

Conversation Opportunities (pick one or two):

Facilitator notes: If you select one, you might consider using the asterisked () items to give people space to acknowledge challenging feelings/experiences. Consider ending with a second one that pulls for hope. Remind people that it is OK to pass.*

- *Take a "Minute to Arrive" – everyone pauses, try not to talk or look at devices for 1 minute (just breathe)
- *What are the most important things on your mind today?
- *What are you worried about?

- *What is weighing on you today?
- *What word describes how you are feeling right now?
- What is going well (or what are you hopeful about)?
- What is one positive thing you can think of today?
- What are you grateful about? Who are you grateful to today?
- What gives you strength?
- What gives you hope?
- What is something you are looking forward to?
- How have you been able to connect with others recently?
- Has anyone you know done or said something that has helped support you?
- How have you helped someone else recently?

Closing Statement:

Thank you for all you are doing and holding, both emotionally and in the work that you do. I want to remind you that resources are available to support faculty and staff as we all face challenges.

Michigan Medicine faculty and staff: The [Michigan Medicine Office of Well-Being](#) provides multiple resources to support teams and promote well-being. For counseling and consultation services, contact the [Office of Counseling and Workplace Resilience](#) (OCWR) at 734-763-5409.

Ann Arbor, Dearborn, and Flint campus faculty and staff: For counseling and consultation services, contact the [Faculty and Staff Counseling & Consultation Office](#) (FASCCO) at 734-936-8660.

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