

TOUCH TEN

1. Your Wellbeing	How are you? Shall we discuss your Personal Wellbeing Barometer?
2. Your Family's Wellbeing	How are those you care about?
3. Concerns	Do you have any concerns?
4. Working Pattern	How are you managing with your work hours? Do you need to make any adjustments to your working pattern?
5. Success	Provide some feedback and positive reinforcement - say "thank you"
6. Current Workload	How are you getting on with your current workload?
7. Team Update	Update on activity within the immediate team
8. Key Messages	Cascade any key messages from your leadership team or GM / other updates
9. Further Support	Ask if there's anything else you can do to support them. Agree next steps and a weekly / monthly catch-up time/day/method. Focus on your discussion around the Personal Wellbeing Barometer - if not discussed today or with you, ask how they will use it and check they do have someone they can talk it through with
10. And finally a question for you as the manager	Do you now have any concerns following this meeting that you feel you should raise with your manager?