

Mental health conversations: Quick checklist

Don't put this off	Do say something, if you see the signs
Don't attempt to diagnose	Do say what signs you've seen at work
Don't force them to talk	Do ask if they're ready to talk
Don't talk about <i>your</i> mental health	Do stay calm and talk about <i>them</i>
Don't do this in front of other people	Do go somewhere private, or go and do a job with them away from others
Don't try and fix and solve everything instantly	Do listen, make sure you say you are on their side, and you will support them
Don't worry about saying exactly the right words	Do be kind and curious. Let them tell their story, their way
Don't come up with a long care plan	Do agree one single next step
Don't feel you have to have all the answers immediately	Do pause, reflect and arrange to talk the next day
Don't excuse ongoing poor behaviour just because of mental health	Do make behaviour boundaries clear
Don't ignore words around harm or hurt	Check in with HR if you're not sure
Don't leave this until someone is unwell.	Do check in with your people every week or during stressful times
Don't make a fuss	Make a cuppa

