

# Wellbeing Top 10 Tips

01	Ensure the work area is ergonomically designed to prevent physical strain using the <a href="#">DSE checklist</a> . Provide comfortable seating and an organised workspace. Encourage staff to take regular breaks and where possible, promote fresh air and exercise.
02	Implement a fair and manageable workload to prevent burnout. Use scheduling tools and analyse workflow to ensure adequate staffing during peak times.
03	Offer training programs to enhance skills and confidence. Provide opportunities for career advancement within the practice.
04	Establish a support system for dealing with difficult patients or stressful situations. Encourage open communication and regular check-ins with supervisors.
05	Recognise and appreciate the hard work and contributions of staff. Offer incentives or rewards for exceptional performance.
06	Address any issues or concerns promptly. Conduct 'Stress Risk Assessments' using the <a href="#">HSE Risk Assessment template</a> . Assess feedback using a <a href="#">practice staff questionnaire</a> .
07	Introduce programs such as mindfulness sessions, stress management workshops, and physical fitness activities. Provide access to mental health resources and counselling services. Provide access to an occupational health service to support staff. Complete the Workforce & Wellbeing module in the <a href="#">Digital Journey Planner</a> .
08	Organise team-building activities to foster a supportive and collaborative work environment. Encourage social interactions and a positive workplace culture.
09	Offer flexible working hours or job-sharing options to accommodate personal needs and improve work-life balance. Consider possibilities where remote working can be implemented to benefit both the workplace and staff.
10	Ensure receptionists are equipped with modern tools and technology to simplify their tasks. Provide training on using these tools effectively to enhance productivity and reduce stress. Complete the Operational Efficiencies module in the <a href="#">Digital Journey Planner</a> .

Further resources:

[What are the Management Standards? - Stress - HSE](#)