



EMPLOYEE ASSISTANCE AND WORKLIFE

## SOLUTIONS

# SUPPORTING EMPLOYEES' Mental Health

Fostering a work environment that promotes positive mental health is a crucial tool for empowering employees. Know what mental health is, the signs and symptoms, and your role as a leader.

As a supervisor, you have an opportunity to create a positive workplace and support your team's well-being. By understanding mental health and leading with empathy, your leadership can truly make a difference. Here's how you can boost productivity among your team members.





# HOW TO LEAD

## 1 Facilitate and encourage open communication:

Create a space where employees feel comfortable sharing their challenges. Give them the space and confidence to speak up by asking open-ended questions and practicing active listening.

## 2 Educate yourself and your employees:

Gain a basic understanding of mental health to reduce stigma and approach conversations with sensitivity. Normalize the use of support systems and encourage team-wide awareness of mental health resources.

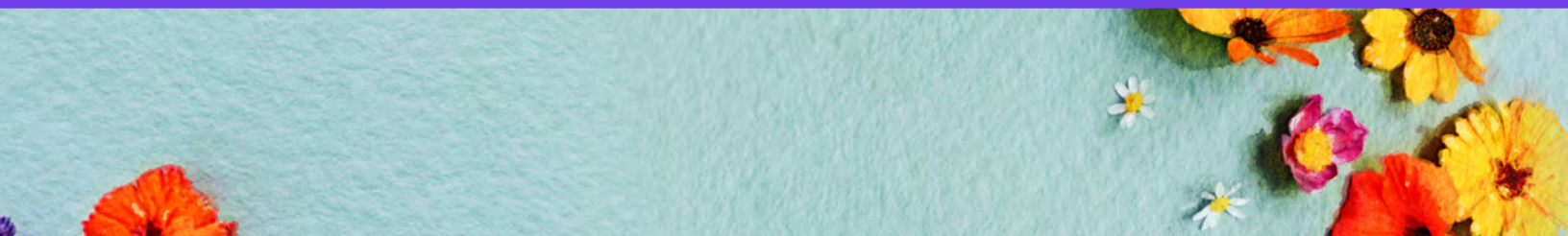
## 3 Model self-care:


Show that prioritizing mental health is important by taking breaks when needed and using your leave time.

## Recognizing and helping a struggling employee

It's not always obvious that someone may be struggling with their mental health; however, there are some common indicators. For example:

- Noticeable changes in performance or behavior
- Increased absenteeism or tardiness
- Expressions of stress, burnout, or overwhelm
- Disengagement or withdrawal from colleagues or social interactions





## Recognizing and helping a struggling employee *(continued)*

If you observe any of the examples on the previous page in one of your employees, respond with compassion and intervene from a place of care. Supporting such employees requires sensitivity, discretion, and proactive steps.

### 1 Approach with understanding and confidentiality

- Choose a private setting to talk with the employee.
- Avoid making assumptions about their mental health; instead, open the conversation gently.
- Use a non-judgmental tone and show genuine concern. For example, *“I’ve noticed you seem a bit stressed lately. Is there anything I can do to support you?”*
- Emphasize privacy and your role in supporting them, not in diagnosing or solving their issues.

### 2 Be flexible

- Recognize that each employee has unique needs.
- When possible, offer accommodations, like flexible work hours or adjustments in workload.

### 3 Advocate professional support

- Provide information about available resources, such as the Employee Assistance Program (EAP) and other wellness or mental health services available at your agency.
- Allow employees to use these resources and attend EAP appointments during work hours.

**24 HOURS A DAY**  
**800-222-0364**  
**FOH4You.com**

Empower your employees to overcome challenges and thrive, personally and professionally. Take a moment today to check in with your team. A simple, *“How are you doing?”* can open the door to meaningful conversations.

Also keep in mind that the EAP is a resource for you as a manager, too. Call us any time to schedule a management consultation and let us help you build a workplace culture where everyone feels supported and valued.



# Mental Health:

## A Guide for Managers and Leaders

LIVE WEBINAR

## Mental Health: A Guide for Managers and Leaders

Fostering a work environment that promotes positive mental health is a crucial tool for empowering employees. Know what mental health is, the signs and symptoms, and your role as a leader. We'll offer tools and techniques to initiate and navigate conversations. We'll also help you understand when it is appropriate to intervene, and who to go to within your organization when you need help.

**Wednesday, March 26, 2025**  
**1-2 p.m. E.T.**

**REGISTER**



Tell us about your  
EAP experience!

