Individual Stress Management Action Plan

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| Name of Employee:  Name of Line Manager:  Date of Meeting: |
| Background Information: |
| Employees perception of stress: |
| What action(s) will support the employee’s wellbeing? |
| Actions Agreed: |
| Additional Information: |
| Review date: |

Individual Stress Management Action Plan

(Breakdown)

Employee – name of the employee the stress plan is about

Line Manager – name of the employee’s line manager

Date of Meeting – Date the meeting took place.

Background Information

Background information will typically include

* Reasons why the stress management action plan is being developed
* Description of the employee’s current work situation, are they at work or absent from work
* Description of the employee’s well being
* The job role and work location of the employee
* Any other relevant background information

Employee’s perception of stressors

Ask the employee to describe their perceived stressors

* List the employee’s perceived stressors, what does the employee feel is contributing towards their stress, this can include both work and non work related issues.
* This should only contain the employee’s perceptions, it is NOT appropriate to include the perceptions of managers/others involved.

What action(s) will support the employee’s well being at work?

Ask the employee to describe what they think would support their well being at work?

* List the specific practical solutions the employee would like to see in place.
* If the employee is not able to think of anything record this.

Action agreed

* Describe the actions agreed.
* Identify who is responsible for each action and the timescales agreed.
* State any employee requests that can’t be met and the reason(s) why.

Additional information

* Any additional information for example employee’s return to work details.

Review

* The manager and the employee need to agree a time and date to discuss and review the effectiveness of this plan.

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