

Stress Action Plan

Part 1 – To be completed by the employee

Perceptions Perceptions and feelings about the current situation.	Evidence of perceptions Examples and specific instances of why the feelings and perceptions exist.	The future	
		The most significant issues that the individual wishes to be addressed	Individual's proposals about how each of these issues should be addressed

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Notes for employees

The overall aim of the Stress Action Plan process is for individual employees and their managers to investigate the causes of (and solutions to) stress together. It is not a blaming opportunity but rather a chance to reflect upon the situation and the circumstances around it, and to identify how to reach a satisfactory outcome (e.g. if individuals are off work - that they are able to return to work). Approaching it in this way means that employees can play a major part in clearly identifying the issues involved and how these issues could be addressed.

The first stage of the Stress Action Plan process, is for the individual concerned to complete Part 1 of the Stress Action Plan Form. They should not complete it with their line manager, but either complete it alone or with the support of another person (e.g. HR, Trades Union Representative, etc.).

NB. It is important that individuals using this tool are as specific as possible with the information and examples they provide.

Employee's perceptions of stressors

Individuals should write down their perceptions/feelings about the situation (e.g. no one listens to me, can't cope with workload, no one interested, no support from manager, etc.). Simple statements such as 'I feel stressed' will not enable the 'Stress Action Plan' approach to be successful.

Evidence of perceptions

Individuals should provide examples of how they have arrived at their perceptions (e.g. instances that have led them to feel that they have no support from their manager).

The future

Individuals should then write down the most significant issues in their work situation that they would want to see addressed (using examples from the evidence column) and how they would like these issues to be resolved.

Non-work factors

Individuals should also document any non-work issues that are causing/contributing to their stress and how the organisation may be able to help them with those issues.

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Part 2 – To be completed by the employee's line manager

Summary of actions proposed by employee	Actions to be taken by management	Explanations of reason for any inaction	Review date for each action and details of progress at that date
Employee's signature:	Date:	Manager's signature	Date: