



# Doctors Clinic Group

## Tips on speaking about mental health:

**Listen:** ask them how it's going and actively listen to them. Don't make assumptions and make sure to keep the conversation natural.

**Right place and time:** make sure to approach someone at the correct time and make sure to consider the surroundings. For example, it might not be the best idea to start a conversation in an office full of people.

**Ask questions:** questions can help the person to express how they are feeling. Try to ask open questions that aren't judgmental - such as "how does that make you feel?"

**Be patient:** sometimes people aren't ready to talk but that doesn't mean we shouldn't try and talk to them. Having someone show they care can make a world of difference. And you don't need to be an expert!

**Confidentiality:** keep discussions private unless you are really concerned about someone.

If you're concerned about a member of your team,  
speak to HR or your manager for further advice.





# Tips for looking after yourself at work

## **We're only human:**

we all need to look after our mental health as mental health problems can affect anyone.

## **Value yourself:**

be kind to yourself, take notice of when things go well and be patient when you're struggling.

## **Talk to people:**

don't bottle it up, talk to someone you trust whether it be family, friends or a GP.

## **Ask for help:**

asking for help can be the hardest, but smartest, step you can take. See what support is available to you locally and online.

For urgent mental health crisis support contact the Samaritans on 116 123 or NHS 111.

For non-urgent care you can book a same day GP appointment with us 7 days a week.