

One Minute to Feel Better

Try one of the mood lifters below that can make you feel better.

- Laugh - it provides the same benefits as exercise
- Drink a glass of water
- Breathe deeply
- Close your eyes and think of happy times
- Smell a flower
- Stretch
- Stroke an animal
- Brush your hair
- Step outdoors and look at the sky
- Think of five things you are thankful for
- Cross off something on your to do list

New Year's Resolutions!

We all try to make a New Year Resolution. Some of us would like to participate in a new sport or physical activity.

Listed below are a few 'different' activities you might like to consider for 2009.

Boxercise
Fencing
Athletics
Hockey
Orienteering
Paintballing
Rambling
Frisby

These are all good ways of getting outside, meeting new people and enjoying yourselves



TIME MANAGEMENT

We all have the same amount of time. The trick is to learn how to use it wisely. If you find you are too busy to do the things that you love, it might be time to prioritise differently. It's your life - own it and spend it

wisely.

Top tips

- 1 Use one diary for all of your life, not just work, and schedule everything in it, including the down time and the treats.
- 2 You are the only one who knows what you can and cannot take on. Learn to be honest with yourself and others. If you mean no, say NO. But also learn to say YES to the nice stuff.
- 3 Use WAM at least once a day. "What About Me?" is about taking time for yourself and creating the balance you need. You are important and need to be looked after and treated. Don't end up bottom of your own list.
- 4 Be a team player. Let people know what matters to you and ask for their help in making it happen. Don't be afraid to ask – people love to help.
- 5 Life's too short to spend time doing something you don't enjoy. If you do what you value you can't fail. You will feel satisfied and even the bad days won't seem so bad.

Published by:

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 **Norfolk** County Council
at your service



NORFOLK CHILDREN'S SERVICES STAFF WELL-BEING PROGRAMME

The newsletter for all employees of Norfolk Children's Services

Welcome!

Welcome to new style Well-Being newsletter.

Do you have anything you would like to share about Well-Being in your organisation? We are always looking for items to add to the newsletter and share with our colleagues. If you have, please contact

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HOW CAN WE KEEP WELL-BEING GOING IN OUR WORK PLACE?

We all come away from the training day feeling enthused and ready to take back the ideas to share with our colleagues. One way to keep the momentum going is to try 'quick fixes' to keep the phrase 'Well-Being' on the tip of our tongues.

Listed below are a few simple things we can do in our organisations to make sure the working place is a happier place to be.

Refreshments:

- Watercoolers
- Hot water boiler or coffee/tea machines

Support:

- Norfolk Support Line - 0800 169 7676
- Talk to friends and family

Health & Well-Being:

- Make sure you take a break. Even if it is a five minute walk around the car park
- Try accessing new stress relieving sessions, ie massage, reiki etc
- Get a few friends together and start a walking club in your lunch break

Environment:

- Make the staff room a pleasant place to be in your break time. Remove the photo copier to make the room quieter and provide more comfortable seating
- Improve the staff toilets
- Hold 'in house' training sessions on how to use the digital camera, laminator, etc

Getting on together:

- Try having a 'Well-Being breakfast'. At your staff lunch meeting, put up a list of all the different foods and let people pick what they would like to contribute.
- Arrange an end of term event with another school, ie Netball, Hockey match or even a quiz night against other schools in your cluster or department.

Work Load / Work Life Balance:

- Share good practices with colleagues
- Ask colleagues how they manage their work/life balance
- Make sure when meetings are scheduled to end at a certain time they do

Communication:

- Keep the Well-Being board updated
- Review all communications, email /protocols
- Invite staff to share new ideas on how to improve communication
- Set up a 'buddy' system for new members of staff
- Make sure Well-being is kept on any agendas

Break Time!

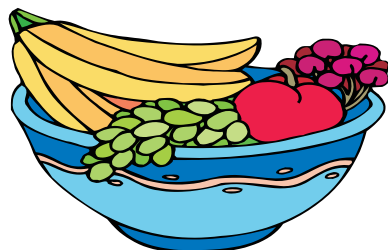
Why not try and replace the biscuit with a piece of fruit.
Always eat a breakfast if not your energy levels will drop by mid morning.
Make sure you take a proper break when you eat your lunch. This aids digestion and boosts your mood.

Tips for Eating Well

The New Year is always the time many people think about their lifestyle and ways to improve it. Many choose this time of year to start to eat healthier. Below are some tips from www.eatwell.gov.uk which has a whole range of ideas on how to eat more healthily. The two main keys to a healthy diet are eating the right amount of food for how active you are and eating a range of foods to make sure you are getting a balanced diet.

A healthy balanced diet contains a variety of types of food, including fruit, vegetables and starchy foods such as wholemeal bread and wholegrain cereals; some protein-rich food such as meat, fish, eggs and lentils; and some milk and dairy foods.

1. Base your meals on starchy foods
2. Eat lots of fruit and veg
3. Eat more fish
4. Cut down on saturated fat and sugar
5. Try to eat less salt - no more than 6g a day
6. Get active and try to be a healthy weight
7. Drink plenty of water
8. Don't skip breakfast



Questionnaire Results

Back in September all trained Facilitators received a questionnaire regarding the effectiveness of the Well-Being Programme. A big thank you for all those who responded to our questionnaire.

The full results for schools were:

1. Has being part of the programme made a difference to the well-being of staff at your school?
Improved - **69%** Reduced - **2%** Made no difference - **15%** Too early to say - **14%**
2. Should the questions in the questionnaire be updated?
Yes - **19%** No - **61%** No opinion - **19%**
3. Should there be a different questionnaire for teachers and support staff?
Yes - **23%** No - **75%** No opinion - **2%**
4. Is it important to have a place on the questionnaire for comments?
Yes - **96%** No - **3%** No opinion - **1%**
5. Is it important to have a paper questionnaire?
Yes - **88%** No - **11%** No opinion - **1%**
6. Is the Well-being report...
Easy to understand - **85%** Difficult to understand - **6%** No opinion - **9%**
7. On the report, is the comparison with the overall school average useful?
Yes - **84%** No - **6%** No opinion - **10%**
8. Is the comparison showing progress from the previous report useful?
Yes - **91%** No - **1%** No opinion - **8%**
9. Should the written comments form the questionnaires be included in the report?

Yes - **76%** No - **14%** No opinion - **10%**

10. Is it important that a person with experience of headship carries out the well-being feedback to the school?

Yes (for all reports) - **28%** Yes but only for poor reports - **22%** No - **42%** No opinion - **7%**

The full results for teams in children's services were:

1. Has being part of the programme made a difference to the well-being of staff in your department?
Improved - **88%** Reduced - **4%** Made no difference - **4%** Too early to say - **4%**
2. Should the questions in the questionnaire be updated?
Yes - **12%** No - **76%** No opinion - **12%**
3. Should there be a different questionnaire for different types of staff?
Yes - **32%** No - **64%** No opinion - **4%**
4. Is it important to have a place on the questionnaire for comments?
Yes - **92%** No - **8%** No opinion - **0%**
5. Is it important to have a paper questionnaire?
Yes - **96%** No - **4%** No opinion - **0%**
6. Is the Well-being report...
Easy to understand - **84%** Difficult to understand - **8%** No opinion - **8%**
7. On the report, is the comparison with the overall service average useful?
Yes - **72%** No - **14%** No opinion - **14%**
8. Is the comparison showing progress from the previous report useful?
Yes - **100%** No - **0%** No opinion - **0%**
9. Should the written comments from the questionnaires be included in the report?
Yes - **80%** No - **8%** No opinion - **12%**

10. Is it important that a person with experience of management carries out the well-being feedback to the department?

Yes (for all reports) - **40%** Yes but only for poor reports - **32%** No - **28%** No opinion - **0%**

Thank you for responding to the questionnaire and we will be using the information to shape how the Well-being Programme develops in the future. Once we have finalised our plans, we will share them through the newsletter.

Facilitator Training Sessions

If your school or department would like to join the Well-Being Programme or would like a new member of staff trained as a Facilitator see below for the next available days for training..

12 March 2009 - Norwich Professional Development Centre
14 May 2009 - Norwich Professional Development Centre
9 October 2009 - West Norfolk Professional Development Centre
17 November 2009 - Norwich Professional Development Centre

Please contact the Well-Being office to book a place.

Well-Being Conference 2009

The Well-Being Programme is pleased to announce that we will be running two Conferences this year, one on the 18 June at Blakeney Hotel and the other on the 19 June at Sprowston Manor. Further details will be sent personally to each facilitator.

