

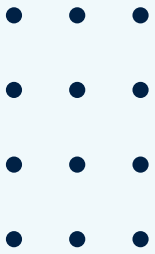


# EMBEDDING WELLBEING

## CAPACITY BUILDING FOR UBC LEADERS

Sharing the ways with which you are embedding and weaving wellbeing into your meetings, programs, retreats, and events is something that we recommend communicating with your teams in advance and reinforcing in closing.

It is important to highlight the effort and intentionality being made to not only support individual wellbeing, but to create and nurture safe and supportive environments within UBC workplaces.



Click on the bookmarked links below to be taken to the corresponding resources.

- [Creating Psychologically Safer Spaces Resource](#)
- [Mindful Moment Scripts](#)
- [Movement/Stretch Break Ideas](#)
- [Not Myself Today Resources](#)
- [Mental Health Supports & Resources to Share](#)
- [Additional Wellbeing Activities](#)

### Creating Psychologically Safer Spaces

*Please note: This can be shared as a script or adapted as an email shared in advance.*

We are coming together to discuss topics that are sensitive, complex and multi-layered. Exploring and engaging in these topics can bring up difficult feelings and activate our body's stress response, also known as fight, flight freeze or fawn.

The shared expectations in [*our community agreement/this slide/the Workshop Toolkit (see below)*] help us promote a psychologically safer space rooted in respect, reciprocity, openness and belonging. These expectations will guide our engagement with each other today.

Optional: Does anyone have anything to add? This charter/ agreement can also be co-created by the group depending on timing.

We encourage you to take time to care for yourself in ways that best support your needs during and after this [*session/event/retreat*]. It can be helpful to talk about your experiences with someone in your support network such as a friend, family member, or spiritual leader. Sometimes it is helpful to access resources or services beyond our immediate support networks. A list of resources and community services can be found in [*our printed resources/our intranet/todays slides/the follow up email/the Workshop Toolkit slides*].

### **Workshop or Event Toolkit TEMPLATE**



# Mindfulness Scripts

## Intention Setting Meditation

We will open today's training with a mindfulness exercise to help ground ourselves in the present moment through intention setting.

Take a deep breath, close your eyes and think about how you want to be in the world today.

Set an intention around this. It could be something like "stay present", "engage fully", "get to know someone new", "be open to the process", "practice authenticity", "practice gratitude".

I'll give everyone a moment to think of an intention for today's session if you'd like.

There are no wrong answers – this is about connecting what feels right to you. Repeat the intention to yourself a few times, really focusing on the words.

Take another deep breath, open your eyes and return to the day with a renewed connection to how you want to show up today.

If it's helpful you can write down this intention and continue to return to it throughout today's activities.

## 5 – 4 – 3 – 2 – 1 Grounding Mindfulness Break

This is a technique that will take us through our five senses. The purpose is to help remind us to be present by gently pressing pause on anything that might be weighing on our minds or taking our attention away from this moment.

Take a deep belly breath to begin. Inhaling as your belly expands and exhaling slowly as you pull your belly inward.

Look around for 5 things that you can see, and say them silently to yourself. For example, I might say I see.... *(name a few items in the room)*.

Take another deep inhale and turn your attention to your body. Notice and name 4 things that you can feel. Maybe it is the texture of your clothing, the chair you are seated on or the temperature of your hands.

Listen closely for 3 sounds. It could be the sound of traffic outside, the sound of typing or the sound of your tummy rumbling. Once again, say these three things silently to yourself.

Continue breathing deeply and inhale through your nose. Notice two things that you can smell. If you can't smell anything at the moment, reflect on how the air feels as it enters and leaves your nostrils.

We're going to close by noticing one thing you can taste. If you can't taste anything, what does no taste taste like? If you have a bottle of water or a tea or coffee, take a slow sip.

Take another deep belly breath to close and we'll come back to the group.

While the purpose of exercise is to help us be the present through naming external factors, it is a technique that can also be used to help you remain calm when faced with tough or stressful situations – like conflict.

## Mindful Eating

Take 1-2 chocolates/food items and put them on the table in front of you.

Take 5 deep breaths from your belly. Expand your diaphragm and lungs to let all the air in, and then contract the belly to expel all of the air out. This breathing will help bring your focus and attention into the present and to what you're eating. Take 2-3 more deep breaths. **30 seconds**.

Take a few seconds to contemplate what it took to produce the food in front of you. From the sun's rays and rain to the farmers or producers, to the people who transported various ingredients or elements.

Right down to the grocery store clerk or cashier who sold it to you. This is a moment of gratitude and appreciation for our food. **10-20 seconds**



## Mindfulness Scripts Cont.

Now turn your attention to look at the food. Notice its texture. Notice its color. **10 seconds**  
Start exploring the food with your sense of touch. What does it feel like? Is it hard or soft? Grainy or sticky? Wet or dry?

Now smell the food. Can you identify any particular ingredients using your sense of smell? Take a few more deep breaths here. **30 seconds**

Now put the food in your mouth BUT do not chew or swallow. Instead, notice the texture of the food and the way it feels in your mouth.

Close or lower your eyes and begin to chew the food - focus on the sensations of chewing and tasting, without swallowing. Notice if the intensity of its flavor changes, moment to moment.

Take about 20 more seconds to very slowly finish this bite of food, being aware of the simple sensations of chewing, tasting and savouring.

## Movement/Stretch Break Ideas

- [Invite Move U crew to lead a stretch break](#)
- [5 Minute Movement Break Videos \(UBC Rec via YouTube\)](#)

## Not Myself Today Resources

- [Supporting the mental health of your teams](#)
  - [De-stress Tips for Teams Info sheet](#)
- [Preventing and Detecting Burnout - What to look for and how to respond](#)
- [Building culture and connection within teams \(video\)](#)

## Mental Health Supports & Resources to Share

### Mental Health and Crisis Resources at UBC

#### Employee and Family Assistance Program

Expert information and immediate support resources are available in-person and by phone, video, web or mobile app. The EFAP provides short-term clinical counselling and work-life consultations to all eligible UBC employees and their dependent family members at no cost to users.

- 1-866-424-0770
- [Employee and Family Assistance Program](#)

#### Supporting Someone in Distress

Access the following resources to familiarize yourself with common signs of distress, and the steps you can take to help.

- [Assisting faculty and staff in distress](#)
- [Assisting a student in distress](#)



# Mental Health Supports & Resources Cont.

## General Resources

- BC's Mental Health Support Line: 310.6789 (no area code), [crisiscentre.bc.ca](https://crisiscentre.bc.ca)
- Wellness Together Canada: [www.wellnesstogether.ca](https://www.wellnesstogether.ca) (24/7 access for Canadians).

## Culturally-specific Resources

- Residential School Survivors and Family: 1-866-925-4419 (24-hour crisis line)
- Chimo Crisis Line & Live Chat: 1-604-279-7070 (support in Mandarin, Cantonese, Punjabi, Hindi, Urdu, Tagalog, Japanese and Korean)
- Healing in Colour: [www.healingincolour.com](https://www.healingincolour.com) (Therapists for IBPOC/BIPOC communities)
- KUU-US Crisis Line Society: [www.kuu-uscrisisline.com](https://www.kuu-uscrisisline.com); 1 800 588 8717 (Toll-free)
- SUCCESS Chinese Helpline: 1-604-270-8233(Cantonese) & 1-604-270-8222 (Mandarin)

## Additional Wellbeing Resources

- [Self and Community Care Self-Directed Online Course](#) (for UBC Faculty and Staff)
- [Preventing Burnout Self-directed Online Course](#) (For UBC Faculty and Staff)

To view all mental health resources available to faculty and staff at UBC, visit <https://hr.ubc.ca/health-and-wellbeing/mental-health>

## Additional Wellbeing Activities

- Team kudos/celebration wall
  - Each person shares something that they are proud of their team for accomplishing and something that they are proud of another team for achieving, completing or supporting. Use post-its on a large wall for in person, or an online platform like Jamboard or Padlet for virtual.
- Gratitude jar
  - Use a large drawing of a jar or some kind of container. Team members are invited throughout the day to place post-its with things, people, places, items, feelings that they are grateful for. Can be adapted for a virtual environment.
- Idea/reflection wall
  - Have a prompt that people can answer at the start of a session, throughout the day, during a break etc. Works well on a whiteboard or chart paper, but could be done via zoom or Jamboard/Padlet. Can also be done in groups as a brainstorm and shared back with the larger group if time allows – Possible prompts: “What does wellbeing at work look like, sound like and feel like to you?” or “How do you encourage wellbeing within your team?”
- Self-regulation activities
  - Have fidget toys (e.g. playdough, stress balls, slime, etc.) and doodling worksheets available at each table. These types of items are tools for self-regulation and can help with reducing stress and anxiety and boosting focus and concentration.



## Additional Wellbeing Activities Cont.

- “Reset” room
  - Create or make a separate space available for folks to go to if they need to be alone for a bit or take some time to breathe or reset. This can be a physical space if you are in person or a separate breakout room if you are virtual. Consider having resources available to share, along with anything else to make it a comfortable and relaxing space.

If you would like support or further consultation for how to embed wellbeing within your team/department or unit, please reach out to the Workplace Wellbeing team in Human Resources. Contact Miranda Massie – [miranda.massie@ubc.ca](mailto:miranda.massie@ubc.ca)

