

# DOBCEL Staff Wellbeing Plan



## Why a Wellbeing Plan is Important

Caring for your wellbeing is essential to living and serving well within Catholic education. Looking after your mental, emotional, spiritual and physical health is not an optional extra — it is foundational to sustaining your vocation and contributing to a flourishing workplace.

There are many practical steps you can take to promote and enhance your wellbeing at work and in your personal life. However, we also recognise that work and life can sometimes be demanding. There may be times when you feel stretched, overwhelmed or discouraged. It is important to acknowledge these experiences with honesty and self-compassion.

You do not need to wait until you are experiencing significant difficulty to complete this plan. Developing and maintaining a personal wellbeing plan is a proactive way to protect your health, strengthen resilience, and clarify the supports available to you.

This plan can also guide you during unexpected periods of challenge, helping you recognise early signs of strain and take timely steps to seek support. Attending to your wellbeing is an act of stewardship — for yourself, for those you serve, and for the wider DOBCEL community.

## How to use this plan

This Wellbeing Plan is an invitation to pause, reflect, and take practical steps to support your overall wellbeing. It is intended for your personal reflection and does not need to be shared with anyone unless you choose to do so. The plan is structured in two parts to guide both your reflection and your actions.

### Step 1: Wellbeing Elements – Self-Assessment

Begin by completing the Wellbeing Elements – Self-Assessment. Take a moment to honestly consider your current practices across each element. Notice what is working well and identify any areas you may wish to strengthen or develop further.







### Step 2: Reflection and Action

Following the self-assessment, you will find a series of reflective questions for each element. Take time to thoughtfully consider each question and record your responses in the space provided. These reflections are designed to help you identify meaningful, realistic actions that can support your overall wellbeing at work.







The strategies you choose can be especially valuable during periods of pressure or change. Over time, consistently practising these actions can strengthen your sense of balance, resilience, and purpose.

We encourage you to put your identified strategies into practice regularly and revisit this plan as your needs evolve.

# Wellbeing Elements – Individual and Workforce

Element	What is it about?	Individual Examples	Workforce Examples
 <p><b>Spiritual</b></p>	<p>Honouring the dignity of every person, made in the image and likeness of God, grow in self-awareness of their spiritual life as well as the spiritualities of others. In dialogue with the Catholic tradition and for the sake of human flourishing.</p>	<ul style="list-style-type: none"> <li>• Invitations to develop/ deepen personal prayer life</li> <li>• Meditation and reflective journaling practice</li> <li>• Participation in liturgies or retreats</li> <li>• Social justice actions large and small</li> <li>• In solidarity with others for the sake of their dignity</li> </ul>	<ul style="list-style-type: none"> <li>• Invitations to participate in liturgy and retreats</li> <li>• Access to sacred, quiet/ reflective spaces</li> <li>• Faith formation and regular exploration of spiritual professional learning</li> <li>• Recognition and observance of sacred dates and holidays</li> </ul>
 <p><b>Emotional</b></p>	<p>Recognising and managing one's emotions, fostering positive feelings, and developing emotional resilience and optimism, with a focus on mental health and wellbeing.</p>	<ul style="list-style-type: none"> <li>• Seek support from Employee Assistance Program</li> <li>• Individual wellbeing plan</li> <li>• Individual personal goal setting</li> <li>• Professional development regarding initiatives for resilience, stress management etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to Employee Assistance Program</li> <li>• Regular feedback and check ins</li> <li>• Recognition programs</li> <li>• Mental Health First Aid Program</li> <li>• Support in accessing relevant professional learning</li> </ul>
 <p><b>Social</b></p>	<p>Building and maintaining meaningful connections, creating inclusive and diverse workplaces, fostering a sense of belonging and support within teams and the community.</p>	<ul style="list-style-type: none"> <li>• Building connection with work colleagues</li> <li>• Shared hospitality</li> <li>• Celebrating achievements of others</li> <li>• Engaging in inclusive practices</li> <li>• Sharing break times with colleagues</li> <li>• Constructive issue resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Encouragement of social justice projects/initiatives</li> <li>• Team functions or events</li> <li>• Acknowledgment of birthdays and other personal celebrations</li> <li>• Mentorship/buddy programs</li> <li>• Fostering cultures that enable collaboration</li> </ul>
 <p><b>Physical</b></p>	<p>Promoting individual physical health through balanced nutrition, regular physical activity, sufficient rest, and lifestyle habits that support overall wellbeing and vitality.</p>	<ul style="list-style-type: none"> <li>• Physical health goals including nutrition, exercise and sleep routine/habits</li> <li>• Walking meetings</li> <li>• Participation in health screening</li> <li>• Regular desk breaks</li> </ul>	<ul style="list-style-type: none"> <li>• Staff influenza vaccination programs</li> <li>• Information access to nutrition, exercise etc.</li> <li>• Ergonomics reviews for workstations</li> <li>• Health challenges (accessible)</li> <li>• Invitational walking meetings with encouragement from leaders</li> </ul>
 <p><b>Growth</b></p>	<p>Engaging in mentally stimulating activities, continuous learning, and the pursuit of knowledge. Understanding professional autonomy and agency in the capacity of an individual's role.</p>	<ul style="list-style-type: none"> <li>• Professional goal setting</li> <li>• Continuous Professional Development</li> <li>• Seeking out of career conversations</li> <li>• Being open to feedback</li> <li>• Engagement in development processes</li> </ul>	<ul style="list-style-type: none"> <li>• Professional development opportunities</li> <li>• Study sponsorship</li> <li>• Coaching or mentoring</li> <li>• Annual Review Process (ARM)</li> <li>• Use of Leadership Competency Framework for development</li> <li>• Career conversations</li> <li>• Recognition and Acknowledgment</li> <li>• Timely feedback</li> </ul>
 <p><b>Workplace</b></p>	<p>The creation of a work environment that is both fair and safe, promoting equity for all employees, while minimising risks and hazards.</p>	<ul style="list-style-type: none"> <li>• Awareness of OHS obligations</li> <li>• Participation in health and safety training</li> <li>• Continuous learning in risk assessments</li> <li>• Confidence in the use of the Hazard Identification Notification Tool (HINT) reporting tool</li> </ul>	<ul style="list-style-type: none"> <li>• Work health, safety and risk management</li> <li>• Industrial relations and compliance</li> <li>• Equity focused practices</li> <li>• Engagement surveys</li> <li>• Career conversations</li> <li>• Consistent use and feedback of HINT</li> </ul>

# Wellbeing Elements - Self Assessment

Element	What is it about?	My established practices	My practices to strengthen
 <p><b>Spiritual</b></p>	<p>Honouring the dignity of every person, made in the image and likeness of God, grow in self-awareness of their spiritual life as well as the spiritualities of others. In dialogue with the Catholic tradition and for the sake of human flourishing.</p>		
 <p><b>Emotional</b></p>	<p>Recognising and managing one's emotions, fostering positive feelings, and developing emotional resilience and optimism, with a focus on mental health and wellbeing.</p>		
 <p><b>Social</b></p>	<p>Building and maintaining meaningful connections, creating inclusive and diverse workplaces, fostering a sense of belonging and support within teams and the community.</p>		
 <p><b>Physical</b></p>	<p>Promoting individual physical health through balanced nutrition, regular physical activity, sufficient rest, and lifestyle habits that support overall wellbeing and vitality.</p>		
 <p><b>Growth</b></p>	<p>Engaging in mentally stimulating activities, continuous learning, and the pursuit of knowledge. Understanding professional autonomy and agency in the capacity of an individual's role.</p>		
 <p><b>Workplace</b></p>	<p>The creation of a work environment that is both fair and safe, promoting equity for all employees, while minimising risks and hazards.</p>		

# Reflection Section – For Insight, Agency and Intention



## Spiritual Wellbeing

**Where do I feel most aligned between my values, faith and daily work:**

**What other practices could nurture my spiritual life:**

**Spiritual boundaries I will protect:**



## Emotional Wellbeing

**My common stress triggers:**

**My early warning signs (thoughts, behaviours, feelings):**

<b>Strategies I use to regulate and restore balance:</b>	<b>One strategy I will intentionally strengthen:</b>
--	--

<b>Emotional boundaries I will protect:</b>
---



## Social Wellbeing

<b>People I can turn to (Colleague, Leader, Friend/Family, Mentor):</b>
---

<b>How I contribute to a positive workplace culture:</b>
--

<b>One relationship I will intentionally nurture:</b>
---

<b>Social boundaries I will protect:</b>
--



## Physical Wellbeing

**Current habits supporting my wellbeing:**

**Areas I would like to improve:**

**Physical boundaries I will protect:**



## Growth Wellbeing

**Professional growth areas that energise me:**

**Conversations I may need to have:**

<b>Next growth step:</b>	<b>Growth boundaries I will protect:</b>



## Workplace Wellbeing

<b>What helps me feel safe, valued and respected at work?</b>	<b>Are there workplace factors impacting my wellbeing?</b>
<b>Support I may need from leadership or DOBCEL:</b>	<b>Workplace boundaries I will protect:</b>

## When Wellbeing is Challenged

Signs I may need additional support:

If I need support, I can:

Speak with my Principal/Leader  
Access Employee Assistance Program (EAP)  
Seek professional health support  
Discuss workload adjustments  
Other: \_\_\_\_\_

## Call to Action

Now that you have reflected on the wellbeing elements and identified strategies that support you, take a moment to consider how you will bring these into your daily practice.

Choose one or two actions you are committed to implementing to strengthen your wellbeing. Small, intentional steps taken consistently can make a meaningful difference over time.

Consider when and how you will put these strategies into practice, and revisit your plan periodically to reflect on your progress and adjust your actions as needed.

**What is one action I will commit to starting today to support my wellbeing?**