



Staff Meeting Wellbeing Check-In

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

Purpose

To provide a simple, regular opportunity for staff to connect, share how they are feeling, and contribute to a supportive and responsive team environment.

How to use

- Include a short check-in at the beginning of a staff meeting
- Invite all staff to participate (sharing is encouraged but optional)
- Use the prompts below to guide a quick round of reflection
- Acknowledge responses with openness and respect
- Notice any themes or follow-up support that may be needed

Check-In Prompts

(Use one or two prompts each meeting to keep it manageable)

- One word to describe how you're feeling this week
- One thing that is currently supporting your wellbeing
- A small win or positive from your week
- Something that has felt challenging this week

Optional Follow-Up

(As appropriate or if time allows)

- Is there any support you might need at the moment?
- Is there anything the team could help with?

Ways to Support Staff

- Create a safe and inclusive space for sharing
- Listen without judgement or feeling the need to solve everything
- Acknowledge contributions and experiences
- Follow up privately if support may be needed
- Celebrate successes and positive moments
- Lead by example. Share appropriately and show it's okay to talk about challenges

Optional Reflection

After the check-in, take a moment to consider:

What am I noticing about staff wellbeing right now?

Is there anyone I may need to follow up with?

Are there any patterns or themes emerging?