

Managers' Briefing

Supporting Time to Talk Day with your teams

16 January 2023



OFFICIAL

Background

Time to Talk Day is a national mental health campaign which takes place in early February each year. It is organised by See Me, Scotland's national programme to tackle mental health stigma and discrimination.

In partnership with See Me, we are committed to supporting the mental health of our staff and providing the appropriate wellbeing support routes. We want to help raise awareness about the different ways we can all start a conversation about our mental health. Each and every conversation helps reduce stigma and create supportive workplaces where we can talk openly about mental health and feel empowered to seek help when we need it.

'**Time to Talk**' takes place **on Thursday 2 February** and is all about us taking the time to connect with someone and start a conversation about our mental wellbeing. This year the theme is around the importance of **making space in our day for a conversation about mental health**.

Your role

- Please read the key messages below and share these with your team **by 27 January 2023**.
- This is so you and your team members know how to take part during the week and attend the webinar.
- Our leadership team are committed to safeguarding employee's mental health so we would ask that you actively support and encourage your staff to get involved and **take time to talk**.
- As a compassionate manager, leading by example, we need you to be actively involved in initiating conversations and encouraging your team members to do the same.
- Please make sure you share this briefing with all staff without access to a computer.

Key Messages

1. Having a chat – anytime that week

Talking and listening are very much at the heart of the day. Taking time out in a relaxed environment, to catch up with a colleague, can help to support and empower each other to talk freely about how we feel or what is on our minds.

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So, during this week, from **Thursday 2 February - Wednesday 8 February** you are encouraged to set aside some time for a 'cuppa and a chat' with a colleague – either virtually or physically.

We want to encourage all staff to actively have conversations with one another about mental health – visit our [support page](#) for help to get your conversation started or come along to the [webinar](#) on the day for top tips. It really doesn't take much to show someone you are willing to listen. Why not catch up over a coffee or even over a phone call? For example, you could talk about how money worries and the cost of living can impact mental health or even chat about a person you admire who has been a strong voice for speaking openly about mental health.

2. Join us on the day

On the day you can also join us for a bite sized 30-minute webinar, in partnership with the Scottish Association for Mental Health (SAMH), on 'Having the Mental Health Conversation'.

The webinar explores the topic of mental health and wellbeing and offers top tips on how to start a supportive and compassionate mental health conversation.

Join us on Teams from 10am to 10.30am. [Sign up here](#)

3. Support to help you start that conversation

There are lots of resources to help you start a conversation with a colleague and take 'time to talk' – including fun interactive activities.

- Visit our [staff web support page](#) to access these resources and help you get started.
- For further information on 'Time to Talk' visit [See Me | Time to Talk \(seemescotland.org\)](#) and [Time To Talk Day - Time To Talk Day](#)
- Visit Your Health and Wellbeing Staff Handbook at [Workforce wellbeing support - Glasgow City Council](#)

The Mental Health Support page overleaf can be printed and shared locally for staff who do not have access to a computer at work.

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Mental Health Support for Staff

NHS 24	For urgent health advice out of hours, when your GP Practice is closed.	Phone 111 (24/7)
Workplace Options Employee Assistance Service	Free, confidential, independent advice and support for staff. Available anytime to chat about any issue that matters to you.	Freephone: 0800 247 1100 (24/7) Bullying & Harassment helpline: 0800 042 0135 Addiction helpline: 0808 196 9460 LGBT helpline: 0800 138 8725 BME helpline: 0800 288 4950
Breathing Space	Free, confidential phone line for anyone in Scotland feeling low, anxious or depressed.	Freephone: 0800 83 85 87 (open 24 hrs at weekends, 6pm to 2am weekdays) Website: www.breathingspace.scot
Samaritans	Free, confidential support and a safe place to talk about whatever you're going through.	Freephone: 116 123 (24/7) Email: jo@samaritans.org Website: www.samaritans.org

Further health and wellbeing support

Your [Staff Health and Wellbeing handbook](#) contains lots of important information on mental health support – it is available on our staff website at <https://www.glasgow.gov.uk/workforcewellbeing>