

### As an employer what can I do to reduce stress in the workplace? *cont.*

- Maximise communication and consultation particularly at a time of change
- Make training clearly job-related
- Ensure regular appraisal on performance
- Provide good-working conditions – adequate space, minimum noise levels, controlled heating, natural light and ventilation. Healthy dietary options should be available in the staff canteen.
- Alternate rewarding and unrewarding work
- Ensure fair distribution of work
- Encourage good staff networks.

### As an employee how can I cope with stress at work?

#### Manage Your Work Load

- Set priorities
- Manage time effectively
- Delegate where possible and appropriate
- Set limits to work and draw boundaries
- Define problems precisely
- Break work up into manageable units
- Recognise your own worth.

#### Develop Skills

- Improve communication
- Be more assertive
- Make decisions
- Plan your time – including your free time
- Decide your career goals
- Avail of training opportunities.

#### Maintain Physical Fitness

- Eat a sensible diet
- Have sufficient rest
- Decide on some agreeable form of exercise and make it a habit
- Develop interests outside work.

### Further Information

#### Health & Safety Authority

10 Hogan Place, Dublin 2

Tel: 01 6620400

#### Employee Assistance Programme

(where available in your workplace)

#### Staff Representative Body (Trade Union)

#### Equality Authority

Clonmel Street, Dublin 2

Tel: 01 4173333

#### Equality Division

Department of Justice, Equality and Law Reform

43/49 Mespil Road, Dublin 4

Tel: 01 6670344

#### IBEC, Employers Organisation

84 Lower Baggot Street, Dublin 2

Tel: 01 6601011

#### Anti Bullying Centre

Trinity College, Dublin 2



Mental Health in the Workplace is one of a series of information fact-sheets developed by Mental Health Ireland, with support from Comhairle.

#### Mental Health Ireland

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# Mental Health in the Workplace



Mental Health Ireland

# Mental Health Ireland

***Mental Health Ireland is a national voluntary organisation which aims to promote positive mental health and to actively support persons with a mental illness, their families and carers by identifying their needs and advocating their rights.***

Mental Health Ireland (MHI) is made up of a network of local Mental Health Associations (MHAs) throughout the country who are affiliated to and share the same aims and objectives as the national body.

Mental Health Ireland is affiliated to Mental Health Europe and the World Federation for Mental Health.

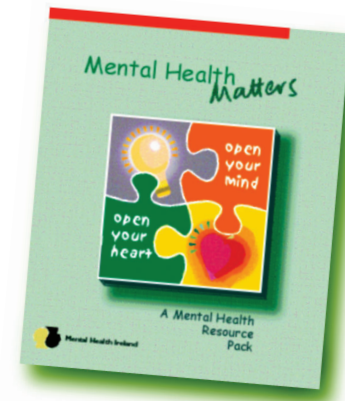
The activities of Mental Health Ireland include:

- Supporting local **Mental Health Associations** in their work by providing information and training and through a network of Development Officers working around the country.
- Actively **Campaigning** and **Advocating** to improve national mental health policy and service provision.
- Providing an **Information Service** on issues relating to mental health and mental illness through information fact-sheets, the MHI website at [www.mentalhealthireland.ie](http://www.mentalhealthireland.ie) and directly by telephone, post and email.
- Undertaking **Research** on mental health topics.
- Organising **Conferences, Courses, Workshops** and **Seminars** on a wide variety of issues relating to mental health. MHI also promotes and co-ordinates activities to celebrate World Mental Health Day on the 10th October each year.

- Developing **Mental Health Promotion Programmes**, including:

The National Public Speaking Project for senior students in post-primary schools and colleges which promotes an awareness of the importance of positive mental health, while developing public speaking skills.

Mental Health Matters, a mental health resource pack for use with 14-18 year olds which addresses the issue of mental health in a realistic, relevant and age appropriate manner:



Pro-Teen Matters, a web magazine for young people, which is devised by students for students.