**How to discuss wellbeing in a P&DR meeting**

The purpose of the P&DR meeting is to discuss performance and set objectives. It’s also a good opportunity to check in with people about how they are and their current wellbeing. Management style can have a significant impact on the health and wellbeing of the people that work for you. There are many factors that influence wellbeing at work - as a manager you cannot directly influence all these factors - however you can create a positive environment in which your employees feel able to discuss some of these issues with you.

*If you notice signs that someone might not be well at work – don’t wait for the P&DR meeting. Discuss this with them at the earliest opportunity.*

We recommend checking in on wellbeing during the P&DR by using some of the following questions:

* How are you?
* How is your current workload?
* What do you need from me right now?
* How do you feel about your current work life balance?
* What would help you enhance your wellbeing at work?

Consider asking if the individual is engaging with any of the University wellbeing activity and promoting relevant opportunities.

If someone who works for you discloses a wellbeing issue during their P&DR, take action. The most important thing to do is ask the individual what they need to support them. For serious issues you can take advice from your HR Partner (with the individual’s permission). You can find specific information about supporting the wellbeing of your team (including specific health conditions) on Managers’ Essentials [here](https://www.staffnet.manchester.ac.uk/human-resources/managers-essentials/supporting-wellbeing/).

You can find more resources on P&DR meetings [here](https://www.staffnet.manchester.ac.uk/human-resources/current-staff/career-development/p&drs/) and you can find more about wellbeing at the University [here](https://www.staffnet.manchester.ac.uk/wellbeing/).