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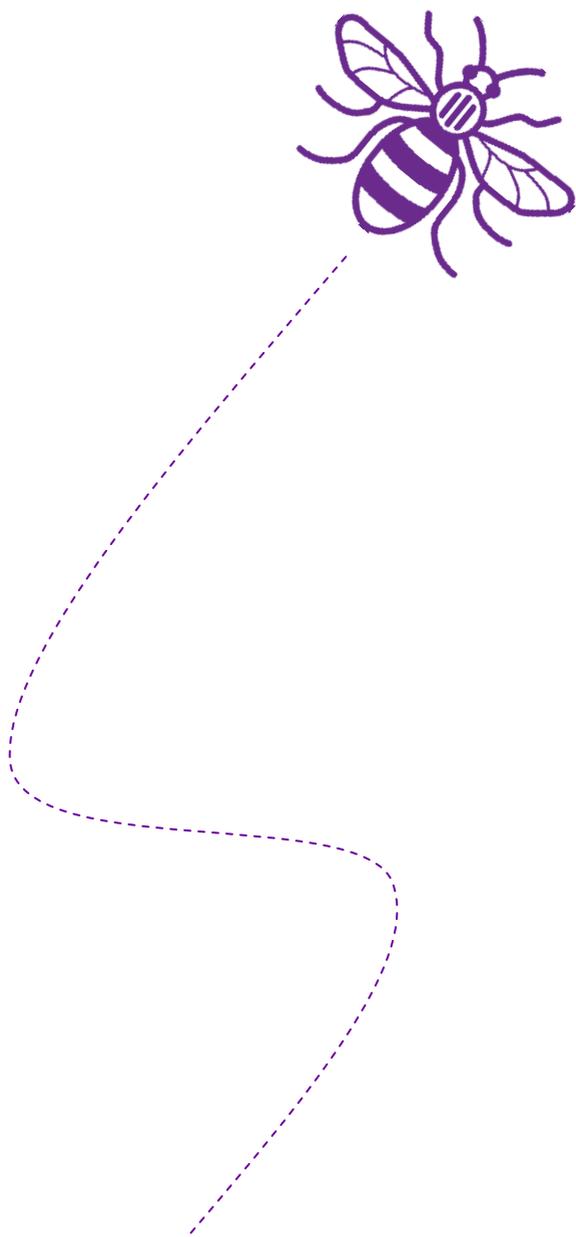
The University of Manchester

SIXWAYS
to wellbeing

Wellbeing Champions



Handbook



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Director for the Student Experience
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Foreword



Welcome to your Wellbeing Champions training. I hope that you are looking forward to your experience and are ready to make a huge impact on our new students.

As the Director for the Student Experience I am immensely grateful for your commitment, hard work and willingness to get involved. Your contribution will support our new students to make a strong start to their Manchester experience, better enabling them to make the most of their time here. I am committed to successful delivery of the University's strategic plan and, in particular, our ambition to provide an outstanding student experience. As a Wellbeing Champion you will be contributing directly to this goal. We want to create a sense of identity and belonging to The University of Manchester by working in partnership with students. As a Wellbeing Champion you support this by helping to create an awareness of Manchester's Six Ways to Wellbeing, supporting students throughout their University experience, from their arrival in Manchester through to their final exams and graduation.



Your role as a Wellbeing Champion helps you to become an outstanding graduate. As part of our Stellify programme this scheme gives you a chance to demonstrate your skills and willingness to contribute to the student community. You will have a record of these attributes for your own personal recognition and for future employers that you can take with you when you leave us.

I am delighted that you are undertaking this role as it supports our vision and has a real impact not just on your fellow students, but also for you personally. By putting your whole heart into this journey you will become one of our outstanding graduates, and you will leave behind you students who will better know how to make the most of their time here at The University of Manchester.



Simon Merrywest,
Director for the
Student Experience

SIXWAYS
to wellbeing

connect

give

take
notice

be *active*

be **healthy**

learn and
discover

Six ways to wellbeing

Wellbeing is a measure of how well we function day to day, and how we feel about ourselves and our lives as a whole.

When it comes to wellbeing, a small action can make a big difference. Evidence shows there are a number of types of activity that improve wellbeing, and we've based our approach around these. The University of Manchester's [six ways to wellbeing](#) encourage students and staff make small, positive changes to keep feeling good and living well.

The evidence behind our six ways is summarised in [Five Ways to Wellbeing](#), a report for the UK government's Foresight programme written by the New Economics Foundation (we added an extra way - see if you can spot it!)



The six ways—why?



connect

Feeling close to and valued by others is key to our happiness.

Finding time to nurture your friendships and family bonds can help you feel better and live better.

give

Helping, giving, sharing – doing something for someone else has been proven to make us feel more positive and increase our self-worth.

By improving others' lives we can improve our own. Why not take time to do something kind.

take notice

Being mindful of the moment – what's happening, and how it makes us think and feel – can help us better understand ourselves. When we know how to do this, we can seek out the moments that we value most.

Life moves fast – so hit pause and take a second to appreciate what's going on, inside and outside.

The six ways—why?



be **active**

Exercise isn't just about keeping fit. Research shows that physical activity can help us think and feel positively.

Find a form of physical activity that fits with other commitments and which is enjoyable.

be **healthy**

Healthy habits play an important role in our emotional wellbeing. Paying attention to nutrition, looking after your personal safety and getting enough sleep will benefit your wellbeing.

Everybody's different, so make the choices that fit your lifestyle and budget.

learn and **discover**

Whether it's gaining a new skill or broadening your knowledge, the act of learning in itself is valuable and has been shown to boost self-esteem, resilience, social integration and more.

Try to find time to savour the journey of learning something different.

The six ways—ideas



connect

Join a group or society to meet new people with your interests. Or take it in turns to cook a shared meal with friends. **What else could you do?**

give

Send someone a thank you note or seek out an opportunity to volunteer in the local community. **What else could you do?**

take notice

Record a positive feeling every day and review them from time to time. Or take a different route on one of your regular journeys. **What else could you do?**

The six ways—ideas



be **active**

Help yourself wake up by dancing to your favourite song every morning or take yourself for a walk. **What else could you do?**

be **healthy**

Reading, music, or a regular bedtime: find a routine that gets you ready for sleep. Alternatively, put your phone away for a while. **What else could you do?**

learn and **discover**

Download a podcast series for your journey to and from campus. Or learn more about the city you live in; sign up for free walking tours and evening events in historical buildings. **What else could you do?**

Your role



What it is...

Every two months the University will be focussing on a different “way”, and encouraging students and staff to try small, simple activities linked to that theme.

Your role is to support the current theme, whether that’s by helping at or promoting a University event, running your own local event, or blogging. Your focus will be to inspire students to try new positive activities or ideas that fit with their lifestyle.

and what it isn’t...

It isn’t your role to provide support, or to talk about mental health issues. The University has a range of different services to support student wellbeing. Visit www.studentsupport.manchester.ac.uk to signpost to the help available, including student advice services, support networks, counselling and other resources.

Please speak to the Wellbeing Assistants if you’re worried about somebody, or need some support for yourself.

The job description



- Boost engagement and awareness of the Six Ways to Wellbeing in your School/Hall of Residence and across the university;
- Promote or help with events and campaigns linked to the Six Ways to Wellbeing;
- Organise and run approved wellbeing events that link with the University's annual wellbeing calendar;
- Share knowledge of wellbeing and related events through the use of social media and blog posts.
- Be a named and accessible Wellbeing Champion within your School/Hall;
- Be active in your role for at least two semesters (in order to qualify for HEAR accreditation);
- Attend a mandatory training event to prepare you for the role;
- Attend and contribute to planning and feedback meetings;
- Promote University wellbeing events within your School/Hall;
- Complete a minimum of one core activity per semester, which can be organising an event yourself, helping at a University organised event or writing a blog post;
- Contribute your reflections and feedback at the end of the year.

Writing a blog



Approximately 500 words on a topic relating to positive wellbeing

Your blog posts don't need to be tied to the campaigns calendar, but they need to be based on at least one of the six ways.

The actual content and how you present it is completely up to you. Whether you write an listicle on ways to connect, a diary style post on discovering a new podcast, or a poem, that would be great!

For inspiration, you can see previous examples of blog posts here: www.wellbeingchampions.wordpress.com

SIX WAYS TO WELLBEING

LEAVE A COMMENT



How I Try to Maintain My Mental Wellbeing at University

FEBRUARY 28, 2018

University life can be difficult and overwhelming at some points. I am a second year psychology student and I have discovered how important it is to keep on top of your wellbeing as you jump into a life of independence and new experiences. The rush of coursework deadlines, meeting new people and settling into a new place can take a surprisingly large toll on your mental wellbeing and we must remind ourselves to take the chance to just...BREATHE. Throughout my first year, I developed ways to cope with the stress of moving to university and that it is totally ...

[Continue reading](#)

TAKE NOTICE

LEAVE A COMMENT



Journaling to help 'Take Notice'

FEBRUARY 28, 2018

One of the six ways to wellbeing involves, at first sight, a rather abstract concept, 'take notice'. University life is very busy and can easily become overwhelming, leaving you little time to enjoy those special moments. One thing that made a huge difference in my first year being at university was starting a journal. A journal can be very intimate, but it can also be a very useful tool to organise your life and make sure you have got time for everyone and everything besides university. Bullet journaling involves making lists, taking notes, planning events and deadlines... point is, you ... [Continue reading](#)

LEARN AND DISCOVER

LEAVE A COMMENT



Origami for Wellbeing

FEBRUARY 28, 2018

One way to wellbeing is to learn and discover. It's difficult to imagine that learning can be a way to relax, especially when you have to read and 'learn' so much already during the day at University. But it is ... [Continue reading](#)

Writing a blog



Please do:

- Keep it positive; the six ways are about positive wellbeing
- Make explicit reference to at least one of the six ways to wellbeing
- Feel free to include pictures
- Remember that creativity is welcomed!
- Make sure to proofread for grammar and spelling.

Please don't:

- Focus on support or mental health topics
- Disclose anything you aren't comfortable being shared publicly, or that might be triggering for others
- Worry! We aren't looking for award winning pieces of writing - we just want to hear from you and your tips on positive wellbeing as a student.

Submitting your blog:

To submit your blog, please complete the following Google Form: bit.ly/WBCblogform and attach your completed blog at the bottom.

Writing a blog



Here are some tips on how to start ...

1. **Pick a topic linked to the Six Ways**

Sometimes the hardest part of writing is actually deciding what you want to write about. With the Six Ways to Wellbeing, you have a great framework to start from. If you're struggling to make a decision, try going through each of the Six Ways and making a mind map of potential ideas. Hopefully something will jump out at you!

2. **Read around your topic**

A quick internet search is always a good place to start gathering information for your post. You may even find some links that you want to include within your piece. If you're including any data or scientific research, just make sure you get these from a reputable source to avoid any fake news!

3. **Make a plan**

It doesn't need to be exhaustive but just like essays, it's important to plan out the main messages you want to get across in your piece. Write down a list of the key points so you can keep referring back as you're writing. These important points may even make good sub-headings to break down your blog post.

Writing a blog



Here are some tips on how to start ...

5. **Start writing!**

Open a document or a notebook and get some words down. Once you've got over this first hurdle, it'll be easier to carry on writing. You can always come back to it and edit. Try and write as much as possible in one go so you stay focused and on topic. 500 words is a good length to aim for.

6. **Edit and polish**

After you've got the bulk of your writing done, it's good to come back to it the next day with fresh eyes. Have a read through the piece, maybe read it aloud to check the flow of the writing. Getting your friends to have a read and give you any feedback is also a good idea. Once you've made your edits, you're good to go!

Remember that we're not expecting you to be professional writers. We want to hear from you because you have an authentic voice, which is appealing for others to read.

We also want you to enjoy writing these posts, so please don't let the process affect your own wellbeing!

If you have questions about a blog post or want to arrange a meeting to discuss your ideas, please email studentwellbeingchampions@manchester.ac.uk.

Events



Campaigns calendar

Every two months we'll produce promotional material with simple ideas for small changes to help people introduce the way into their everyday life.

As part of your role we'll ask you to distribute this material (e.g. putting up posters) in your department or Hall.



Events



University events

During each campaign period, we'll organise a University-wide event for all students (and staff).

We'll ask for volunteers to help at the event, whether that's handing out freebies, re-stocking giveaway points around campus, or promoting the event. However you'd like to get involved, we'd love your help.

Your events

The great thing about the ways is you don't have to do huge events to make an impact. If there's something you think might work well in your department or with your friends, or if you want to get together with other champions to organise something a bit bigger, we can help.

We have a budget for approved student-led events linked to the six ways, so if you have an idea that fits into the campaign calendar we'll help you shape it into a plan. We can help with room bookings, promo templates, printing and money for refreshments.

Events



Event planning

In our regular Wellbeing Champions meetings, we'll help you begin to plan out your event ideas. Here are the main factors to think about:

1. **Name of event**
2. **Which way does it link to, and how?**
3. **Aim of event (what would a successful event look like?)**
4. **Date & time**
5. **Venue**
6. **Target audience (who? how many?)**
7. **Promotion**
8. **Budget needed (catering, equipment etc.)**

We've created a handy event planning document to help you with this. bit.ly/WBCeventplan

Remember that all events need to be approved by the Wellbeing Assistants first.

Once you are confident that you have fully planned the event, please complete the following form **at least 14 days before** the event is due to take place:
bit.ly/WBCevent-proposal-form

Events



Event planning

We will also be holding weekly event/activity planning help sessions. You can attend the help sessions if you have an event/activity idea and would like some advice on how to get it up and running.

To book an appointment for the help sessions, please contact the Wellbeing Assistants.

Below is part of an example event plan:

For the full set of example event plans, visit:

bit.ly/exampleevents



The University of Manchester

connect



Event Planner

Please remember all events must be approved by the Wellbeing team first!

Once you are confident that you have fully planned the event, please complete the following form **at least 14 days before** the event is due to take place:

<http://bit.ly/WBCEvent-proposal-form>

Event/ activity name: 1.) Tea, coffee & conversation 2.) Movie night/ game night	Which way does the event / activity link to? Connect
Aim of the event (what would a successful event look like?): 1.) People making new connections with others & chatting to new people 2.) Meeting new people – socialise together.	Date and time of event: 1.) Wednesday 11am [date] 2.) Wednesday 7pm [date]

How to guides



I want to write a blog, what do I do?

1. Write your 500 word blog post by following the guidance on pages 14-17 of this handbook.
2. Submit your blog via the following Google form: bit.ly/WBCblogform

I want to take part in a University-wide event, what do I do?

Before:

1. Contact the Wellbeing Assistants for details about the upcoming University-wide events via email: studentwellbeingchampions@manchester.ac.uk
2. Think about how you can incorporate the Six Ways to Wellbeing to this event.

During:

1. Take photographic evidence of your attendance (e.g. a selfie or a series of photographs).

After:

1. Complete the evaluation form and attach evidence of your attendance: bit.ly/WBCcentraleventevidence

How to guides



I want to organise an event, what do I do?

Before:

1. Have a look at the event guidance on pages 18-21 of this handbook.
2. Contact the other Wellbeing Champions in your school to see if they are interested in participating.
3. Plan your ideas using the event planning document: bit.ly/WBCeventplan
4. OPTIONAL: make an appointment to discuss your idea with one of the Wellbeing Assistants.
5. Once you are confident that you have your event planned, complete the event/activity proposal form: bit.ly/WBCevent-proposal-form
6. The Wellbeing Assistants will be in touch with you.

During:

1. Take photographic evidence of your attendance (e.g. a selfie or a series of photographs).

After:

1. Complete the evaluation form and attach evidence of your attendance: bit.ly/WBClocaleventevidence

Checklists



*If you are a Wellbeing Champion **not** working towards Stellify:*

I have promoted the Six Ways to Wellbeing and wellbeing events (e.g. via social media) when appropriate.

In each semester I have either:

- Written & submitted a blog post:
bit.ly/WBCblogform
- Organised an event:
bit.ly/WBCevent-proposal-form

or

- Participated in a University-wide event

I have provided evidence for my attendance:

- At the event I organised:
bit.ly/WBClocaleventevidence

And/or

- University-wide event:
bit.ly/WBCcentraleventevidence

** Please note that these criteria will also, where appropriate, evidence your role on your HEAR record. **

Checklists



*If you are a Wellbeing Champion who **is** working towards Stellify:*

I have promoted the Six Ways to Wellbeing and wellbeing events (e.g. via social media) every month (November-April) **and** provided evidence before 30th April 2020: bit.ly/WBCpromoevidenceform

In the academic year I have:

- Written & submitted a blog post (only one per academic year): bit.ly/WBCblogform
- Organised an event (one per semester): bit.ly/WBCevent-proposal-form

or

- Participated in a University-wide event (one per semester)

I have provided evidence for my attendance:

- At the event I organised: bit.ly/WBClocalevidence

And/or

- University-wide event: bit.ly/WBCcentralevidence

Any questions?



Where do I go if I'm not sure?



If you are unsure about anything, please visit the Wellbeing Champions **website** and take a look at our **FAQs**:

bit.ly/manchesterwellbeingchampions

Contact us



Alternatively, if you need help with an event idea or need any support in relation to your role please contact the Wellbeing Assistants via **email**:

studentwellbeingchampions@manchester.ac.uk



Or come along to one of our weekly **event planning help sessions**. If you'd like to attend, please email to make an appointment.

Finally...



Disclosures

As a Wellbeing Champion, it is possible that other students may feel comfortable disclosing personal or sensitive information to you, for example, regarding their mental health or previous experiences.

Given the nature of your role it is unlikely that students will disclose to you, but it is extremely important that you know what to do should this happen.

If this happens, as a Wellbeing Champion here's what you should do:

1. Respond in a non-judgmental manner
2. Explain clearly to the student that you are not able to advise or support them with their issue
3. Offer to put them in touch with a member of the Wellbeing team, who can provide further advice and support on their options

If you have any worries or concerns about a student, you should seek support from the Wellbeing Assistants.

Have fun!



Take Notice Poetry Slam,
February 2019.

Be Active Litter Pick
March, 2019.

Notes



SIXWAYS to wellbeing

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give

take
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be *active*

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learn and
discover

This handbook can be found online at:

<http://man.ac.uk/0HtUg1>