

MANCHESTER
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The University of Manchester

SIXWAYS
to wellbeing

Wellbeing Champions



Handbook

2020/2021



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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've added



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



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 Wellbeing Event, running your own local event, or creating content. Your focus will be to inspire students to try new positive activities or ideas that fit with their lifestyle. There is no pressure to stick with the current ‘way,’ but it may help you focus your ideas and manage your time.

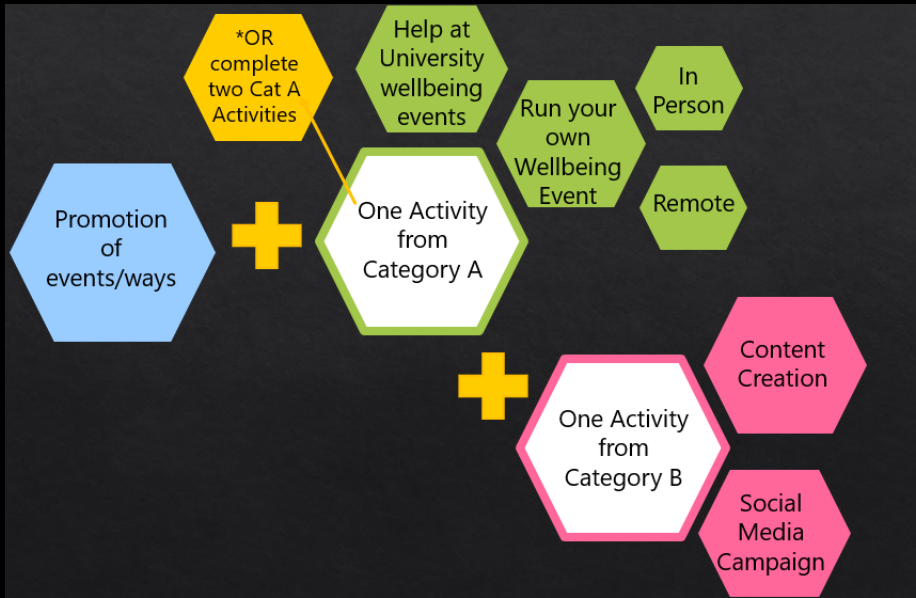
Finally, this is an opportunity , to make student voices loud and clear. This is an opportunity for you to take action and make our student community seen and heard. Through the Wellbeing Champion Program, we hope that you find the creativity, freedom and motivation to campaign for something I know you all strongly believe in. Together, we can make the University of Manchester a healthier, connected, positive and inclusive place.

THE JOB DESCRIPTION

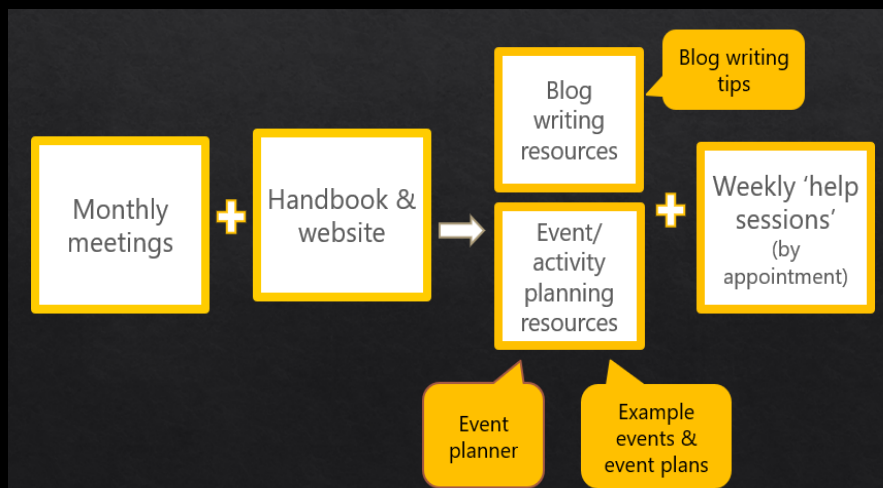


- Boost engagement and awareness of the Six Ways to Wellbeing in your School/Hall of Residence and across the university.
- Promote or help with events and campaigns linked to the Six Ways to Wellbeing.
- Organise and run approved wellbeing events that link with the University's annual wellbeing calendar.
- 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.
- Attend a mandatory training event to prepare you for the role/
- Attend and contribute to planning and feedback meetings.
- Complete one activity from Category A and one activity from Category B. This is explained in further detail in the following pages.
- Contribute your reflections and feedback at the end of the year.

WHAT DO I NEED TO DO?



HOW WILL WE HELP?



EVENT PROMOTION



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.



EVENT PROMOTION



Here are some promotion suggestions:

1. Share the link to the information about the Six Ways on our website or specific wellbeing resources and services.
2. Post details about upcoming Champion Events or Wellbeing Events.
3. Post information about one of the ways in particular (e.g. use definitions/info from our website).
4. Repost something from our Instagram : @uomwellbeing

Poster and Social Media Templates:

<https://www.dropbox.com/sh/5noqqf3kbq5shop/AAAab6TdkKNnXxe4nOL1U4na?dl=0>

There is a specific coloured background for each 'way' so if you are promoting a specific way to wellbeing, please use the correct template.

CATEGORY A - EVENTS



Wellbeing Events

During each campaign period, we'll organise a Wellbeing 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 any anything else you might need.

CATEGORY A - EVENTS



Questions to think about:

In Person

- What are the current rules and restrictions? Could my event work in person?
- If my event can work in person, are there still ways I can engage with the student community who are not based in Manchester or are not still comfortable?
- If the restrictions ease or tighten, can I be flexible and adaptable with my event?

Remote

- What will be the best method to deliver my event: Zoom, Twitch, live stream, pre-recorded footage, Instagram?

CATEGORY A—EVENTS



Planning your own Event

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.)**

To help you brainstorm, use this Event Planner to get started: bit.ly/WBCeventplan

We have created this *Initial Idea* form that you think through your first ideas with fellow WBCs. We will discuss these ideas in monthly meetings and use the meeting as an opportunity to explore your idea further, ask for help or collaborate with other Wellbeing Champions.

If you would like to discuss an idea at a meeting, then fill out the form below: <https://forms.gle/sFTG9F4ofpnJWYKP6>

CATEGORY A—EVENTS



If you are confident that you have fully planned the event or are ready to move forward with your first idea, please complete the following form **at least 14 days before** the event is due to take place: bit.ly/WBCevent-proposal-form

Remember, you can only move forward with the event if the Wellbeing Team have approved it. I will email you confirming approval to your event.

We will also be holding weekly event and 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.
- If you have started planning but unsure where and how to move forward.
- Any other question or query related to event planning

There is more information on how to book onto a session later in the handbook.

CATEGORY A—EVENTS



Helping at a Wellbeing Team Event

For every 'Way,' the Wellbeing team will run a large-scale event that you can get involved with. I will send out information on the event and how to get involved in the WBC Newsletter. I will also send out email reminders nearer the time.

To sign up to the Wellbeing Team Event, you will need to sign-up. I will send out the sign-up link in the newsletter and via email.

CATEGORY A—EVENTS



Helping at a School event

In the same way, within individual schools, there will be the opportunity to volunteer at Wellbeing Events. Set up by other members of staff, students or support teams, School Wellbeing events are a great way to tick off your Category A activity. I will send all school opportunities and sign up links through on the newsletter.

Currently, we have contact with the Faculty of Humanities support team. If you know your school would like to get involved with the program then let me know. Equally, if you know of an event happening within your school that other Wellbeing Champions could get involved with then do not hesitate to get in touch!

CATEGORY B—BLOG



Approximately 500 words on a topic relating to 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 article on ways to connect, a diary style post on discovering a new podcast, or a poem, the more creative the better!

For inspiration, you can see previous examples of blog posts here:

[Student Wellbeing Champions | The University of Manchester](#)

Too many Sheep to Sleep?

by Wellbeing Champion | Aug 12, 2020 | Uncategorised

Those that know me are well aware that I take my sleep very seriously. Regularly dubbed the "grandma" of the group, my religious early bedtimes are a running joke amongst my friends. Try to get me out of the house past 11pm? It has to be for something pretty...

Reading and reflection

by Wellbeing Champion | Aug 12, 2020 | Uncategorised

One of the Sixways of Wellbeing that I feel has recently been incorporated into my life has been the aspect of "Take Notice." Prior to becoming an undergraduate, one of my main ways to destress was reading. It provided a safe haven where I could escape work for a few...

The broad scope of Take Notice

by Wellbeing Champion | Aug 12, 2020 | Uncategorised

As a philosophy postgraduate, I spend hours each day reflecting on the precise details of philosophical arguments. This is just one of the many ways that students can take notice. Taking notice, or reflecting, involves focusing our attention on ourselves and the world...

CATEGORY B—BLOG



Please do:

- 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.
- If you would like to talk about Mental Health topics, please follow our guidelines on pages 30 –31.

Please don't:

- Disclose anything you aren't comfortable being shared publicly.
- 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@gmail.com

CATEGORY B—CONTENT CREATION



Other Content Ideas:

There is flexibility and freedom to create more than just a blog post. We are open to any form of content creation and really look forward to your ideas.

Here are some ideas below:

- Video
- Article
- Interview
- Visual Art
- Zine
- Any other ideas are welcome: just email us to confirm!

Social Media

Social Media is a great way to communicate and promote the Six Ways to Wellbeing. As part of your Category B activity, you could organise a Social Media campaign.

You will need to do at least 2 of the following:

- Swipe post: including informative information, quotes, resources, graphics.
- IGTV: interview, workshop

SUBMITTING EVIDENCE



Once you have completed your activity (event, content creation etc), you must complete an evidence form. Once received, I can update your progress and remind you of anything thing you still need to complete.

Evidence an event/activity organised by you:

<https://forms.gle/bQPj7pBHq1DAiffB9>

Evidence an event/activity organised by the Wellbeing Team or School:

<https://forms.gle/k3m93oHpvqimgfse6>

Blog Post or Content Creation:

<https://forms.gle/sqVsQA5WsDT2Zm2L7>

*****For Stellify only*****

Submitting evidence for Six Ways to Wellbeing Promotion:

bit.ly/WBCpromoevidenceform

MENTAL HEALTH GUIDELINES

When it comes to discussing Mental Health, there is doubt it is complicated. It is messy, complex and so different for every person that experiences it.

The original guidelines for WBC last year was to **only** promote the six ways and avoid addressing mental health topics. This year, we have decided to change this in order to allow you to acknowledge mental health and sensibly open up productive conversations around mental health (if that's what you want to do).

There is no pressure to talk about Mental health topics, but if you would like to. You need to be;

- Proactive and informative: talk about what has helped you through a difficult time, how have you combatted it, what has made you resilient ?

Acknowledging: in acknowledging Mental Health topics exist, it will enable students to feel like their experience is validated.

Through adopting an acknowledging and proactive approach, we can together keep fighting to destigmatise mental health and keep our student community mentally healthy!

BAME Engagement and Support

This is particularly important for those trying to touch on the topic of mental health within BAME communities. Where Mental Health can be stigmatised and mystified, we understand that acknowledging mental health topics promotes the de-stigmatisation of them. If you come across any grey areas and your not sure about what you can and can't touch upon, Hope, our BAME wellbeing Assistant, is here to answer any questions, open so do not hesitate to drop her an email:

Hope.leslie@manchester.ac.uk

MENTAL HEALTH GUIDELINES



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.

HELP AND GUIDANCE



As mentioned there will be an opportunity to sign up to a weekly help session. I will circulate the sign-up link to this at meetings, through the newsletter and on email every two weeks.

This will be a chance for you to:

- Discuss and brainstorm ideas
- Work through your ideas and any challenges you are facing.
- Ask for event or content creation help from the Wellbeing Assistants.
- Seek specific support on issues including social media help or BAME engagement and wellbeing

If the sign up times do not work for you or you would like to book a 1:1 appointment, please email on opposite page.

HELP AND GUIDANCE



For Event Planning or content creation help, general program queries contact:

Studentwellbeingchampions@gmail.com

For content creation help, social media questions and guidance contact:

Sarah.holt-2@manchester.ac.uk

For BAME support, engagement, help and guidance contact:

Hope.leslie@manchester.ac.uk

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 24—27 of this handbook.
2. Submit your blog via the following Google form: bit.ly/WBCblogform

I want to take part in a Wellbeing Team Event, what do I do?

Before:

1. Contact the Wellbeing Assistants for details about the upcoming Wellbeing Events via email or keep an eye on the WBC Newsletter.
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:

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 –23 of this handbook.
2. Contact the other Wellbeing Champions in your school to see if they are interested in participating or collaborate at a Monthly meeting.
3. Plan your ideas using the event planning document: bit.ly/WBCeventplan or fill out the **Initial Idea** form to discuss your ideas in a monthly meeting.
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:

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.

☐

Written & submitted a blog post or content creation:

bit.ly/WBCblogform

☐

Organised an event:

bit.ly/WBCevent-proposal-form

or

Participated in a Wellbeing Wide Event

☐

I have provided evidence for my attendance:

At the event I organised: bit.ly/WBClocaleventevidence

And/or

Wellbeing 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 2021:

bit.ly/WBCpromoevidenceform



Written & submitted a blog post or content creation (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/WBClocaleventevidence

Or Wellbeing wide event: bit.ly/WBCcentraleventevidence

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@gmail.com



Or come along to one of our weekly **help sessions**. If you'd like to attend, either sign up on the doodle link or [please email](#) to make an appointment.

FINALLY...



Have fun and good luck!

You've got this.

SIXWAYS to wellbeing



This handbook can be found online at: