**Reducing stress in the workplace - Team Action Plan**

| **Team/Department:** |  |
| --- | --- |
| **Area** | **Aim** | **Issue to be addressed** | **What action to be taken** | **By whom** | **By when** | **Progress** |
| **Resources & communication** | Keep people informed and equipped to do their job | *e.g Concerns about how to use new IT system* | *E.g Set up training session and buddy system* | *Team leader* | *30 Sept 21* | *Complete* |
| **Control** | Enable an appropriate sense of control |  |  |  |  |  |
| **Balanced Workload** | Ensure, as far as possible, that jobs are realistic and manageable and people are supported to address workload concerns |  |  |  |  |  |
| **Job Security & Change** | Manage change initiatives effectively and support people through wider change |  |  |  |  |  |
| **Work relationships** | Ensure collaborative and supportive relationships at work and a fair working environment |  |  |  |  |  |
| **Job conditions** | Ensure a decent, safe physical working environment and support overall job satisfaction |  |  |  |  |  |
| **Role/sense of purpose** | Ensure individuals have clarity on their purpose at work |  |  |  |  |  |