



SUPPORT TEAM WELL - BEING PROGRAM AT A GLANCE



“Hi there, I’m excited that you are eager to make your school ecosystem more welcoming and inclusive for your support team members! Try out the Well-Being Program for yourself! I hope you found value in and have enjoyed going through the pack and resources so far.

I invite you to use this **Quick ‘At a glance’ checklist as a reference** to ensure that you do not miss out on any of the ingredients! It’s really very simple to execute, and here are some things that I keep in mind during the process. **Feel free to innovate, translate and implement the way you want. And I would love to know how you have done it. Do Share your experience”.**

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I. My checklist:

SETTING THE TONE:

- When a new member joins your support team, familiarize them with the well-being program. Onboard them by introducing them as part of the team via email, on the website as well as face-to-face conversations. Ensure that they are invited to school assemblies and Conglom sessions by students.

BEFORE:

- At the beginning of the academic year, engage in formal and informal conversations with the support team to identify their needs and aspirations.
- Co-create an annual ‘Strive’ & ‘Thrive’ well-being calendar with a balance of Cognitive, Social, Emotional, Physical and Spiritual investments.
- We recommend that at least a week before the planned activity, you should share its details (such as the objective, preparation and expected outcomes) with the team to ensure deeper engagement and participation.

DURING:

- Ensure that the relevance/objective of every session is understood by all the participants. Getting a buy-in and willingness for participation right at the outset will ensure the success of each session.
- Address all questions/concerns in the commonly understood language.
- Remember to create a record of each individual session by clicking pictures, videos and encouraging feedback from the participants.

Some suggestions for designing different elements of the well-being program:

Socio-Emotional Investment:

- **Home visits:** Teachers and students can visit the homes of support team members to personally express gratitude and help to integrate them into the ecosystem.
- **Time-tabled Meetings:**
 - Formally, once every month, Admin team can meet school leaders to address any concern areas and to ensure the smooth functioning of the school.
 - Fortnightly, the administrative leaders should take out time to listen to the personal and professional concerns of the support staff.
 - Informally, through the year, the team should make time to bond over movies, lunches, dinners, family invitations, SEVA (Community service), excursions, annual retreat etc.
 - Participative culture: Students and teachers can take the initiative to clean the classrooms, corridors and bathrooms and the support team can be requested to audit their work.

Physical Investment:

Health check-ups:

- Talks by doctors, dietary sessions/advice on healthy food habits
- Physiotherapy sessions

Safety:

- Pick-up and drop facility
- Safe and welcoming environment

Cognitive Investment:

- **Visits:** Learning through demonstrations and observation at hotels and different universities such as IIM, CEPT etc.
- **Saturday Workshops:** First aid, 3D Printing, art and craft, fire drill, bank operations, personal grooming etc.
- **Opportunity to build new skills (entrepreneurship)** – quilling, jewellery making, stitching, cooking etc.
- **Opportunity to share skill set** – Garba (dance), clay art, flower-making etc.

Spiritual Investment:

- Music/Yoga/Meditation sessions

Family & Finance:

- Loans for education and health

AFTER:

- At the end of each session, remember to 'Close the Loop' with team members. Go back to the 'Relevance/Objective' of the session to reflect on whether it has been met or not.
- Create & share memories in the form of pictures, videos and shout-outs.

CLOSING THE LOOP:

- Ensure that the takeaways of each session (particularly of the 'thrive' program) feed back into the practice.

II. Some important Tips

- The well-being program should not be actioned with a transactional intention of give and take. Rather it should reflect a genuine interest and investment in the growth of every team member.
- Ensure that every year, new elements of engagement are introduced in the team well-being calendar to keep it fresh and interesting for all participants. Always welcome suggestions from the team while designing the calendar.
- To build a strong school culture, encourage the team members to hand-hold and mentor new joiners. On a regular basis, school leaders should take feedback from the new members about their work and family to give them a sense of comfort and belonging.