



Module 8: Personal Wellness and Self-Care

Summary

The purpose of this training module is to provide counties with the resources necessary to deliver a course on personal wellness to human services employees.

This module includes:

- A brief written overview of the module contents,
- A PowerPoint presentation,
- A lesson plan outline/agenda for conducting a training, and
- A Learning Guide designed to be used by a facilitator working with one or more learners to reinforce the training content and enhance the learning experience, or by an individual learner as part of a self-guided learning experience.

Overview

As a human services worker, your job is to be available to assist people in need of help. Whether you are a receptionist, employment services worker, social worker, clerk typist, or in an administrative position, others count on you to provide service in a capable and friendly manner. Combining that with responsibilities at home can be stressful. In order to show up and be your best, day after day, at work and at home, you need to take time to care for yourself.

In this module, Personal Wellness and Self-Care, you will learn about the eight dimensions of wellness, how to maintain healthy work-life balance, ways to engage in self-care, the importance of healthy relationships and how to maintain them, and the impact of secondary trauma and how to prevent or address it.

You will also have an opportunity to engage in different activities to enhance your self-care.

A Bay Area Social Services Consortium Project (**Revised 1/16/21**)

Developed by Evelyn Hengeveld-Bidmon – BASSC Consultant, in collaboration with the Bay Area Human Resources Committee and the Mack Center on Nonprofit and Public Sector Management in the Human Services, School of Social Welfare, University of California, Berkeley

Module 8: Personal Wellness and Self-Care

Lesson Plan for Classroom-Based Training

Training: Personal Wellness and Self-Care

Time: 2 – 3 hours

Using this agenda: Training may be provided as an instructor-led 2-hour general overview of personal wellness and self-care, or may be expanded to include reinforcing learning activities. For a general overview, present or conduct activities in the sections without highlights and italics. Add some, or all, of the “OPTIONAL” activities and videos in *italics* and blue-colored fields to expand learners’ understanding of the topic.

Time	General Overview segment	How
<i>Time</i>	<i>Optional</i>	<i>How</i>

Objectives:

Participants will have a basic understanding of the following:

- What personal wellness is and why it matters
- The eight dimensions of wellness and how they support overall well-being
- The value of work-life balance
- Steps to creating and maintaining work-life balance
- The components of healthy relationships and how to achieve and maintain them
- The impact of vicarious (or secondary) trauma and how to address it.
- Ways to practice self-care

Time	Activity	How
5 minutes Slide 1	Introduce topic, objectives, and why this training matters to participants’ work.	Present
5 minutes Slides 2-3	Present concept of ‘wellness’ and why it’s important • Historical context • Definitions	Present

2 minutes	Handout 8 Dimensions of Wellness worksheet Provide instructions to complete Part I for each section of the worksheet as that dimension is presented (see worksheet)	Present - Direct learners to handout
15 Minutes Slides 4-12	Introduce 8 Dimensions of Wellness Review each of the 8 dimensions, providing examples	Present
10 minutes	<i>Activity: Complete the <u>Well Being Self-Assessment</u> worksheet</i>	<i>Present</i>
13 minutes	Activity: Make a personal wellness plan Complete Part II of the <i>Eight Dimensions of Wellness</i> worksheet	Facilitate discussion
10 minutes	<i>OPTIONAL: Ask learners for their reactions to domains or their plan for wellness (using worksheet)</i>	<i>Discuss</i>
2 minutes Slides 13-14	Introduce “Work-Life Balance”	Present
3 minutes Slide 15	Introduce the 5 Steps to Work-Life Balance	Present
15 minutes	<i>OPTIONAL: Show video: <u>How to make work-life balance work</u></i> <i>Facilitate discussion</i>	<i>Present, Discuss</i>
5 minutes	<i>OPTIONAL: Choose an exercise/activity from the Learning Guide or create your own to reinforce work-life balance concept</i>	<i>Present, Discuss</i>
15 minutes Slides 22-23	Healthy Relationships	Present
15 minutes	<i>OPTIONAL: Show <u>What is a Healthy Relationship</u> video</i>	<i>Present, Discuss</i>
15 minutes	Activity: Select an activity from the Learning Guide and facilitate a discussion	Facilitate discussion

10 minutes Slides 24-26	Vicarious Trauma • What it is • How it presents	Present
5 minutes Slide 27	Vicarious Trauma • Strategies for coping with vicarious trauma	
10 minutes	Activity: Vicarious Trauma Self-Assessment (worksheet)	Present
5 minutes Slide 28	Self-Care	Present
10 minutes	Activity: Identify 5 self-care activities you will do this week	Discuss
5 minutes	Closing summary	Present

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Learning Guide

This learning guide is designed to be used by a facilitator (supervisor, trainer or other designated staff) as a tool to guide a one-on-one discussion/debrief with a single employee, or as the basis of a discussion with a group of employees who participated in the learning experience/online training, or to direct learners to further resources.

This guide offers resources for reinforcing learning, accessing further information, and participating in activities that enhance to learner's personal wellness.

Discussion Questions:

Facilitator Prompt: *"Thinking about what you saw/heard in the 'Personal Wellness and Self-Care' module, let's talk about what it means to you."*

Personal reflections

- What, if any, of the information contained in the training or associated resources was new to you?
- How did the information in this module affect your understanding of personal wellness?
- What are your key take-aways from this module?
- In what ways has this information informed your thoughts about how you view wellness and self-care?
- How does your understanding of personal wellness influence how you view clients and their ability to maintain wellness in all 8 dimensions? How will this understanding affect your work with them?
- Have you experienced or seen the impact of vicarious trauma? What were the signs? Was it addressed effectively?

Understanding personal wellness and self-care

- What are the 8 kinds of wellness and how do they interact? Name some examples.
- What actions can one take to enhance their personal wellness in each of the 8 dimensions?
- What are the 5 steps to creating work-life balance?
- What are the key factors in maintaining a healthy relationship?
- How can you nurture healthy relationships in your work and personal life?
- What are some signs that someone is experiencing vicarious trauma?

- Name 3 actions one can take to prevent or address vicarious trauma.

Expanding your understanding of this topic

- Is there anything else you think is important about this topic that you'd like to discuss?
- Is there anything else about this topic you would like to know? (*Refer employee to the appropriate resources listed below based upon the answer to this question.*)

Applying learning to practice:

Discuss the following list of ways that the employee can enhance their practice based on what was learned from the training. Encourage them to identify one or more actions they might take to incorporate learning into their work and personal life. Offer your own ideas for ways to apply learning to the workplace.

Applying an understanding of the personal wellness and self-care to everyday work and life

- How does the information in this module inform the way you think about your work?
- Which of the 8 dimensions of wellness do you feel could be strengthened in your life? What can you do to build wellness in that/those dimensions?
- Review the "Activities" options in the Resources section below and choose one or two to complete.
- List specific activities/actions you can take to make one change based on your learning.
- Are there things your organization can do to support wellness for employees? What actions could you take to initiate action for these activities or policies?

Opportunities for impact

- In what specific ways can you contribute to your own and others' wellness?
- Discuss what you've learned with a co-worker who has not participated in this training.
- Discuss what you have learned in this training with friends and family and make agreements about supporting each other in wellness activities.
- Seek opportunities to contribute to projects or processes designed to improve employee wellness.

Seeking consultation

- Current training sessions that build on or support this module are:
-

- Other agency resources related to this topic:
-

Other ways to reinforce learning:

- Lead a discussion related to one of the topics in the training that is currently relevant to workers in a team meeting or other group setting.
- Discuss situations/examples of how information contained in the training is evidenced in the work of the organization in a team meeting or other group setting.
- Seek out a subject matter expert in the topic and have him/her present at a team meeting or other group setting.

Resources for further information and activities:

Wellness

General resources:

<https://globalwellnessinstitute.org/>

<https://globalwellnessinstitute.org/what-is-wellness/>

Videos:

Eight Dimensions of Wellness (3:40 min): https://www.youtube.com/watch?v=2NR4_5dt7JA

SAMHSA Wellness Initiative (2:42 min):

https://www.youtube.com/watch?v=tDzQdRvLAfM&feature=emb_logo

Activities:

Creating a healthier life, a step-by-step guide to wellness:

<https://store.samhsa.gov/sites/default/files/d7/priv/sma16-4958.pdf>

Eight Dimensions of Wellness online quiz: <https://jflowershealth.com/8-dimensions-of-wellness/>

Personal Wellness Knowledge Quiz:

<https://quizlet.com/229260158/chapter-1-personal-wellness-flash-cards/>

Write a personal wellness plan

Eight Dimensions of Wellness Activity (below)

Work-Life Balance

General resources:

Time.com – Achieving Work-Life Balance:

<https://time.com/43808/how-to-achieve-work-life-balance-in-5-steps/> (be sure to check out the video clip from 34:55 to 38:50)

Mind Tools: <https://www.mindtools.com/pages/article/work-life-balance.htm>

Work-Life Balance practices: <https://blog.rescuetime.com/work-life-balance-tips/>

Forbes article:

<https://www.forbes.com/sites/alankohl/2018/03/27/the-evolving-definition-of-work-life-balance/?sh=40fb3adf9ed3>

Atlantic article: <https://www.theatlantic.com/health/archive/2019/05/work-life-balance/590662/>

Videos:

TED Talk - How to make work-life balance work (10:05 min):

https://www.ted.com/talks/nigel_marshall_how_to_make_work_life_balance_work?language=en#t-382922

Work-Life Balance vs. Work-Life Harmony (5:07 min):

<https://www.youtube.com/watch?v=-QILqQN9-3I>

The Fallacy of Work-Life Balance (11:19 min): <https://www.youtube.com/watch?v=hJlkgFn2efc>

Activities:

Values worksheet (below)

Keep a journal to assess how you spend your days. Compare it to your values.

Identify time-wasting activities. Create a plan for eliminating or reducing them.

Identify and record boundaries you have around work and personal time. Be specific.

Values Clarification worksheet (below)

Work-life Balance exercise:

<https://www.ziprecruiter.com/blog/poor-work-life-balance-this-exercise-will-help/>

Wheel of Life activity: Follow website directions using the worksheet below

Five Steps to Work-Life Balance worksheet (below)

Four Quadrants worksheet (below)

Healthy Relationships

General Resources:

Respect in the workplace: <https://www.mindtools.com/pages/article/mutual-respect.htm>

Healthy boundaries:

<https://www.mindbodygreen.com/articles/six-types-of-boundaries-and-what-healthy-boundaries-look-like-for-each>

Qualities of healthy personal relationships:

<https://www.mindbodygreen.com/0-25433/15-essential-qualities-of-relationships-that-last.html>

Healthy Relationships qualities: <https://youth.gov/youth-topics/teen-dating-violence/characteristics>

Videos:

5 Ways to Build Great Work Relationships (1:57 min):

https://www.youtube.com/watch?v=dB8zoAvC8g0&feature=emb_logo

9 Indicators You're in a Healthy Relationship (18:51 min):

https://www.youtube.com/watch?v=5_K7VF1Dbbw

What is a Healthy Relationship? Ilanya Vanzant (10:27 min):

https://www.youtube.com/watch?v=L0_D7ZvFh7k

Activities:

7 Characteristics of Healthy Work Relationships (article and assessment form):

<https://www.aafp.org/fpm/2006/0100/p47.html#fpm20060100p47-bt1>

Those who challenge you:

<https://www.inc.com/jayson-demers/7-types-of-people-who-will-challenge-you-to-grow.html>

Assessing Your Relationships worksheet (below)

List the qualities that are important to you in a relationship. Keep a “relationships journal” to track when they are evidenced. Make plans to increase areas you’d like to strengthen.

Vicarious Trauma

General Resources:

<https://www.bma.org.uk/advice-and-support/your-wellbeing/vicarious-trauma/vicarious-trauma-signs-and-strategies-for-coping>

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<https://ovc.ojp.gov/program/vtt/what-is-vicarious-trauma>

<https://www.counseling.org/docs/trauma-disaster/fact-sheet-9---vicarious-trauma.pdf>

<https://www.bma.org.uk/advice-and-support/your-wellbeing/vicarious-trauma/vicarious-trauma-signs-and-strategies-for-coping>

Eight Dimensions of Wellness Activity

Part I: As we review the eight dimensions of wellness, please rank each domain on a scale of 1 to 5 based on how important it is to attend to your wellness in this domain, with 1 being not important and 5 being very important. Briefly note your reason for your ranking and capture any other reactions you may have to each domain.

Part II: Select one or more dimensions of wellness and identify steps you will take to develop or maintain wellness in the dimension.

Emotional Wellness	1	2	3	4	5
Plan:					
Financial Wellness	1	2	3	4	5
Plan:					
Intellectual Wellness	1	2	3	4	5
Plan:					
Physical Wellness	1	2	3	4	5
Plan:					

Occupational Wellness	1	2	3	4	5
Plan:					
Social Wellness	1	2	3	4	5
Plan:					
Spiritual Wellness	1	2	3	4	5
Plan:					

Four Quadrants

Where are you spending your time?

Instructions:

1. Using the four-quadrant tool below, identify the activities you perform on a regular basis.
2. List each activity in the appropriate space. Add deadlines where they exist.
3. Review the four quadrants and consider the following:
 - Where are you spending the bulk of your time?
 - How can you organize your time better?
 - What activities can/should be eliminated?
 - What can you do to spend more of your time working in Quadrant 2?

	URGENT	NOT URGENT
IMPORTANT		
NOT IMPORTANT		

Changes I will make:

Values Clarification Activity

“Values are a matter of what guides you through every day, every task, every encounter with another human being.” -- Richard N. Bolles, *What Color is Your Parachute?*

What kind of impact do you want to make in the world? How do you want to live? How do you want to be remembered when you're gone? These are all defined by your values.

There are hundreds of possible values. The following list includes 90 of the most common ones. Which ones are most important to you? Circle them.

Acceptance	Financial security	Patience
Achievement/accomplishment	Fitness	Persistence
Advancement	Flexibility	Personal development
Adventure	Forgiveness	Physical activity
Assertiveness	Friendships	Pleasure
Autonomy	Fun	Power/Influence
Balance	Generosity	Prestige
Beauty	Gratitude	Receiving recognition
Belonging	Happiness	Repairing/fixing
Building something	Harmony	Reciprocity
Caring – for self and others	Health	Respect
Challenge	Helping/serving others	Responsibility
Compassion	Honesty	Risk taking
Competition	Impressing others	Safety – physical, emotional
Connection	Industry/Being industrious	Security – financial
Conformity	Influencing people	Self-awareness
Contribution	Improving things	Self-care
Cooperation/Collaboration	Independence	Self-control
Courage	Integrity	Self-development

Creativity	Intimacy	Self-expression
Creating change	Intellectualism	Self-respect
Curiosity	Justice	Skillfulness
Decision-making	Kindness	Spirituality
Effectiveness	Leadership	Stability
Encouragement	Learning/gaining wisdom	Status
Entrepreneurship	Leisure	Teamwork
Equality	Love	Tenacity
Excitement/risk	Loyalty	Trust
Fairness	Mastery	Visioning
Fame	Meaningful work/pursuits	Wealth
Family	Order	Other:

Identify the 10 values that are most important. How are these expressed and supported in your work life? In your personal life? Are these values demonstrated in your day-to-day work and personal life? If not, consider the ways you can align what you truly value with how you are living your life.

Five Steps to Creating Work-Life Balance

Review the five steps to work-life balance. Identify steps you will take in each area to support better work-life balance.

1. Conduct a personal values inventory

2. Set clear boundaries

3. Prioritize

4. Be in the moment

5. Do what brings you the greatest return

Assessing Your Relationships

Identify 3 people with whom you have a relationship that you consider to be important (consider work colleagues, social connections, and family members)

1. _____ 2. _____ 3. _____

Ask yourself the following questions about each relationship:

- What level of trust do I feel for/from the other person?
- Do I feel respected and valued in the relationship? Do I respect and value the other person?
- Am I honest with the other person? Do I believe he/she is honest with me?
- Have clear boundaries been established in the relationship?
- How effective is our communication within the relationship?
- What kind of role does the relationship play in my life?
- Do I feel supported within this relationship?
- How do you feel when you are with the other person?
- Does the relationship bring out the best in me?

Have your answers to any of the questions above highlighted a need for change in the relationship? If yes, what kind of changes can/will you make to improve the relationship?

Relationship 1.

Relationship 2.

Relationship 3.



Vicarious Trauma Self-Assessment

Below are some of the circumstances that may contribute to a social services worker experiencing vicarious trauma. The list of conditions is a sampling of what you may be exposed to or experience. If you are experiencing any of these conditions or signs, it could indicate that you are experiencing vicarious trauma.

Work Environment:

- Exposure to stories of or working with clients who experience violence, emotional pain, significant needs, seemingly insurmountable challenges, or whose circumstances don't improve (or even devolve) over time.
- Ongoing pressures related to your workload
- Feeling unsupported – organizationally, from your supervisor and/or peers
- Organizational challenges – increasing workload, decreasing resources, threat of layoffs

Individual experience:

- Physical exhaustion
- Mental exhaustion
- Pessimism
- Cynicism
- Feelings of guilt (bystander guilt, not being able to do “enough”, etc)
- Feelings of anger or sadness about a client's situation/experience
- Free-floating anger, fear, sadness
- Disrupted sleep/sleep patterns
- Dissatisfaction
- Poor relationships
- Concern about not doing enough/feelings of inadequacy
- Impatience
- Apathy
- Lack of interest

- Lack of flexibility
- Detachment/numbing
- Headaches
- Depression
- Generalized anxiety
- Problems in personal relationships

Individual behavior:

- Over-identifying with clients
- Difficulty maintaining professional boundaries with clients
- Losing sleep over client(s)
- Tardiness at work
- Conflict with others
- Being argumentative
- Blaming others
- Dropping out of activities
- Absenteeism
- Overwork – working long(er) hours
- Low motivation
- Increased errors in work
- Decreased work quality/compromised client service

If you are experiencing some of these conditions, you may want to develop a vicarious trauma plan to address current issues and reduce your risk of experiencing vicarious trauma. Strategies may include:

- Ensuring your physical well-being is being cared for
- Engaging in activities that support your emotional well-being
- Seeking support from friends, family, and colleagues

- Practicing mindfulness activities such as meditation
- Taking time off when you are feeling overwhelmed, exhausted, or needing a “reset”
- Being realistic about what you can do
- Increase your self-observation to identify potential signs of vicarious trauma
- Identify some steps you can take to reduce your risk of experiencing vicarious trauma

