

Ask

R U OK?® ANY DAY

● R U OK? Workplace Conversation Tips

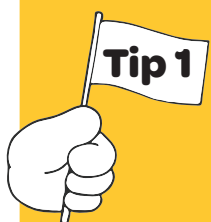
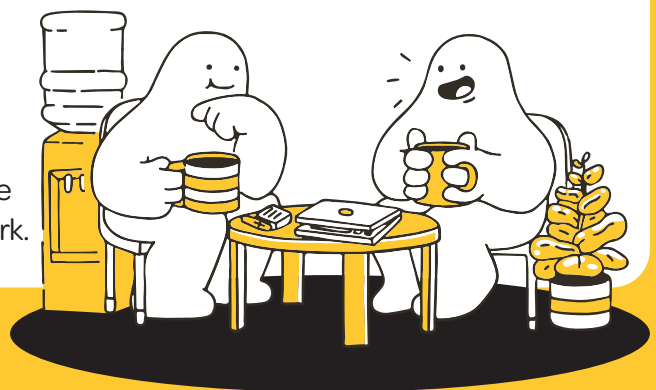
Between juggling meetings, deadlines and everything in between, it's easy to let check-ins slip. But taking just a few minutes to ask someone how they're really going can make a real difference.

These tips will help you make meaningful conversations part of everyday work. You don't need a special occasion, the perfect words or all the answers. Simply offering care can show someone that their wellbeing matters, and help them feel seen, heard and supported.

How to start the conversation with your team

Use these conversation starters as a guide and make them your own.

- Today is a reminder that regular and meaningful conversations can change lives.
- We all have busy days, deadlines and pressures at work, but life outside work doesn't stop when we walk through the door. That's why it's important to Ask R U OK? Any Day.
- You don't need to be an expert to check in with someone. Simply asking and listening can make a real difference.
- Looking out for each other is something everyone can do, whether you're a leader, teammate or new starter.
- Today, I'll share two simple ways we can make meaningful conversations part of everyday work.



Tip 1 How to notice the signs

We notice when something changes at work. The same goes for people. If someone doesn't seem like themselves, trust your instincts and check in. You might notice they're:

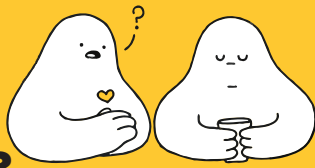
- Quieter or more withdrawn than usual.
- Arriving late or taking more time off.
- More stressed, worried or irritable.
- Less engaged with the team.
- Finding it harder to concentrate.
- Going through a difficult time at work or at home.



Tip 2 Remember A-L-E-C

If something doesn't seem right, choose a quiet, private moment to check in.
Use **A-L-E-C** to guide the conversation: **Ask, Listen, Encourage action, Check in.**

A Ask R U OK?



Share what you've noticed. For example:
"I've noticed you haven't seemed yourself lately. How are you going?" If they're not ready to talk, that's OK. Let them know you're there whenever they feel ready.

L Listen



Give them your full attention. Listen without interrupting or rushing to fix things. Sometimes being heard is exactly what someone needs.

E Encourage action



If they're having a tough time, encourage them to reach out to someone they trust, speak with their doctor, General Practitioner (GP) or access support available through your workplace, such as an Employee Assistance Program (EAP).

C Check in



Don't let it be a one-off conversation. A simple "Just checking in – how have things been going?" can make all the difference.

Make today the day to ask

'R U OK? research has found that 9 in 10 people who were asked 'are you OK?' felt better supported, cared for and more comfortable managing challenges as a result of that conversation.' If you're thinking about it, ask R U OK? Any Day.

Help is available



Lifeline Australia

Crisis support and suicide prevention.
Call 13 11 14 | lifeline.org.au

Suicide Call Back Service

Free 24/7 counselling for anyone affected by suicide.
1300 659 467 | suicidecallbackservice.org.au

Beyond Blue

Mental health support for anxiety, depression and emotional wellbeing.
1300 22 4636 | beyondblue.org.au

Medicare Mental Health Centres

Connect with a range of mental health professionals for support and guidance.
1800 595 212 | medicarementalhealth.gov.au
(weekdays, 8:30 am–5:00 pm, excluding public holidays)
or find a centre near you.

Learn more at ruok.org.au