How to Trust the Signs,
Trust your Gut & Ask R U OK?

Workplace Pack
R U OK? Day 2019

R U OK? Day is Thursday 12 September. It’s our national day of action dedicated to reminding everyone to ask, “Are you OK?” and to remember every day of the year to support people who may be struggling with life’s ups and downs.

R U OK? Day is an initiative of national suicide prevention charity R U OK? Our mission is to inspire and empower everyone to meaningfully connect with and support those around them.

This year in the build-up to R U OK? Day we’re encouraging everyone to Trust the Signs, Trust your Gut & Ask R U OK?

We want everyone to feel confident they know the signs someone might need support by listening to what they’re saying, seeing what they’re doing or knowing what’s going on in their life. Whenever they notice a change, no matter how small, we want them to trust their gut and start an R U OK? conversation.

This pack is full of tips, ideas and resources to get everyone in your workplace involved and ready to trust the signs and start a conversation that could change a life.

It’s time to ask R U OK? if you notice a change, no matter how small

WHAT ARE THEY SAYING?

Do they seem:
- Confused or irrational
- Moody
- Unable to switch off
- Concerned about the future
- Concerned they’re a burden
- Lonely or lacking self-esteem
- Concerned they’re trapped or in pain

WHAT’S GOING ON IN THEIR LIFE

Are they experiencing:
- Relationship issues
- Major health issues
- Work pressure or constant stress
- Financial difficulty
- Loss of someone or something they care about

WHAT ARE THEY DOING

Are they:
- Experiencing mood swings
- Becoming withdrawn
- Changing their online behaviour
- Losing interest in what they used to love
- Unable to concentrate
- Less interested in their appearance and personal hygiene
- Behaving recklessly
- Changing their sleep patterns
How to Ask:

1. Ask R U OK?
   - Pick the right time and place to start the conversation.
   - Mention specific things that have made you concerned for them, like “You seem less chatty than usual. How are you going?”

2. Listen
   - Take what they say seriously and don’t interrupt or rush the conversation.
   - Encourage them to explain: “How are you feeling about that” or “How long have you felt that way?”
   - Show that you’re listening by repeating back what you’ve heard (in your own words) and ask if you’ve understood them properly.

3. Encourage action
   - Help them think of next steps they could take to help them manage their situation.
   - If they’ve been down for more than 2 weeks, encourage them to see a health professional.
   - Be positive about the role of professionals in getting through tough times.

4. Check in
   - Schedule a reminder to call them in a couple of weeks. If they’re really struggling, follow up with them sooner.
   - Stay in touch and be there for them. Genuine care and concern can make a real difference.

Activity ideas:

- Host a morning tea or lunch
- Host a lunch and learn to talk about the signs and how to ask R U OK?
- Share information via email and your intranet
- Share the message on your internal message boards
- Create a video that explains why everyone should Trust the Signs, Trust their Gut & Ask R U OK? in the workplace
- Get people who are passionate about R U OK? in your workplace to design an activity for the day

Hosting an event?

Hosting an event is a great way to bring people together and share the R U OK? message. Register your R U OK? event with us and we’ll help by sending you a digital kit including posters, event ideas, and more.

Register your event at www.ruok.org.au/events

Find more conversation tips at ruok.org.au
Materials to download and print:

- How to Trust the Signs, Trust your Gut & Ask R U OK? guide
- Posters
- Screen saver
- Email signature
- TV Screen artwork
- Social media tiles
- Presentation

Download these materials at www.ruok.org.au/join-r-u-ok-day

Messages to share

General:

- In the build-up to R U OK? Day on Thursday 12 September, R U OK? are calling on Australians to trust the signs that someone might be struggling with life’s ups and downs
- When you notice a change, no matter how small, trust your gut, ask R U OK? and start a conversation that could change a life
- When something’s going on in their life, or you notice a change in what they’re doing or saying, trust these signs and ask, “Are you OK?”
- Learn the signs and how to ask at www.ruok.org.au

Managers and team leaders:

- As part of our commitment to each other’s wellbeing, we’re supporting the national suicide prevention charity R U OK?
- In the build-up to R U OK? Day on Thursday 12 September we’ll be encouraging everyone in our workplace to Trust the Signs, Trust their Gut & Ask R U OK?
- As team leaders and managers, it’s important we look after our staff and reach out to them if there’s something going on in their life or we notice a change, no matter how small, in what they’re saying or doing
- By asking “Are you OK?” we can let our team members know they have our support and encourage them to get help if they need it

Add a splash of yellow

Add a splash of yellow to your workplace and reinforce the power of a conversation at your event.

Check out R U OK?’s merchandise here: https://store.ruok.org.au

Learn the signs and how to ask at ruok.org.au
Employees:

- We can all make a difference in the lives of those who might be struggling by having regular, meaningful conversations about life up’s and down’s.
- If you feel like something’s not quite the same with someone you know – there’s something going on in their life or you notice a change in what they’re doing or saying - trust that gut instinct and take the time to ask them “Are you OK?”
- You don’t have to be an expert to have a caring, meaningful conversation. Follow R U OK?’s four steps: Ask R U OK?, Listen with an open mind, Encourage action and Check in.
- Learn the signs and how to ask R U OK? at www.ruok.org.au

Social media:

- Any time you notice changes or just feel that something’s not quite right with a friend, workmate or loved one to Trust the Signs, Trust your Gut & Ask R U OK? Learn the signs and how to ask at www.ruok.org.au #RUOK
- When you see the signs someone’s struggling, take the time to ask R U OK?, listen, encourage action and check in. Learn how at www.ruok.org.au #RUOK
- R U OK? Day is Thursday 12 September. Get involved and learn how to Trust the Signs, Trust your Gut & Ask R U OK? at www.ruok.org.au #RUOK
- We’re supporting R U OK? Day on Thursday 12 September because we believe conversations can change lives. This year we’re learning the signs that could indicate someone’s struggling with life and it’s time to ask R U OK? You can too! Visit www.ruok.org.au #RUOK
Thursday 12 September is R U OK? Day – a day when we’re reminded to ask, “Are you OK?” and to remember that every day of the year we should support people who may be struggling with life’s ups and downs.

At [Organisation Name], we know that regular meaningful conversations can make a difference and you don’t have to be an expert to ask how someone’s going.

This year in the build-up to R U OK? Day we’re shining a light on the times we should be asking our workmates, friends and family this important question. We want everyone in our workplace to know that if something’s up with someone you know – there’s something going on in their life or you notice a change in what they’re doing or saying – it’s time to trust that gut instinct and ask them “Are you OK?”

To spread this message, we’ll be:

[If you are running an event, you can include the information about it here].

Sharing posters and information on when and how to ask R U OK? around the office. There is also information about where to go if you need support.

[If have an Employee Assistance Program include the details here].

R U OK? is a national charity dedicated to inspiring all of us to have regular, meaningful conversations to support anyone struggling with life’s ups and downs.

You can learn more about the signs and how to ask R U OK? at www.ruok.org.au
Useful contacts for someone who’s not OK

Sometimes conversations are too big for workmates, friends and family. At these times, it can help to call upon these organisations:

**Lifeline (24/7)**
13 11 14
lifeline.org.au

**Suicide Call Back Service (24/7)**
1300 659 467
suicidecallbackservice.org.au

**Beyond Blue (24/7)**
1300 224 636
beyondblue.org.au

**SANE Australia:**
1800 18 SANE (7263)
sane.org

When sharing the R U OK? message we would encourage you to highlight the support tools that you currently offer employees within your organisation and these national helplines. Find more services and tools at ruok.org.au/findhelp

For more information and resources:

www.ruok.org.au
@ruokday
@ruokday

Staff newsletter content ideas

Get someone who’s passionate about the R U OK? message to write a blog or newsletter article in the build-up to R U OK? Day

They could talk about:

- The signs that could indicate someone’s struggling with life
- Share a story that shows how asking R U OK? can make a difference
- Reflect on the role colleagues can play in helping someone navigate life’s ups and downs
- Discuss why they think we all need to **Trust the Signs, Trust your Gut & Ask R U OK?**
- Discuss how they think R U OK? is making a difference
RUOK?™
A conversation could change a life.

ruok.org.au

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