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# Your Easy Step Guide to a Stress Management Programme

This guide is designed to help you make an informed decision on a strategy for stress management, examine processes, supplier options, and fulfilment.



**THE STRESS MASTER**  
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# How to identify a stress management partner

There's a lot to consider when selecting the proper stress management partner for your organisation.

Things to consider include:

- Ability to meet your objectives
- Ease of implementation
- Range of services
- Value for money
- Shared values

The importance of working with the right partner is essential. This will make the journey of attaining manageable levels of stress easier. Get it wrong and you will be wasting resources such as time and money. When reviewing potential providers the following factors must be considered.

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## Cookie Cutter or Bespoke

Just because it worked for one company, doesn't mean it's the best solution for you. Complete your own analysis and evaluation. You're making a significant investment. Do your homework.

### What's Important?

- Working with a partner that shares your corporate values, is able to provide a workable solution.
- Cost is important, so is value. Remember, you often get what you pay for. The budget friendly option may not provide the best overall experience or the desired solution.
- Does the supplier have enough flexibility to grow with your stress management strategy?
- Stay focused on your goal. Will it be achieved through an effective partnership between yourselves and your chosen provider?
- What about your employees. Have you established their needs? Can your potential provider meet those needs?



# How to properly invest in stress management



**W**orkplace stress management and control is essential to improved employee performance and increased productivity. This easy step guide is designed to help you develop a powerful business case to ensure you and your staff are successful stress managers.

Appraise your overall mental health & wellbeing goals.

Consider your overall business strategy and how stress management fits into it. Is this well understood?

The decision making process might include:

- Corporate objectives: managing costs, improving productivity, new markets and expansion, etc.
- Risk management objectives: Compliance with legal requirements and guidelines, (reputation, legal, accidents.), etc.
- Personnel / health and wellbeing objectives: absence, presenteeism, staff turnover, recruitment and retention, rewards strategy, etc.

## Measuring Outcomes

What does success look like? How will you measure progress? ROI? - Productivity? - Employee feedback? Key metrics?

Have awareness of the problems you want solved.

This may include:

Key metrics: absence rate, absence related costs, staff turnover rate, etc. Risk exposure and possible scenarios.

Define the objectives for the proposed investment.

Align your business mission, vision, values, and people strategies, demonstrating the impact investment has on employee

skills, attitudes and performance.

Who is on your team? Consider their levels of interest and influence.

Talk to those who will be affected before presenting your final business case to ensure you address their needs and get their buy in.

Align your proposed investment and seek support from benefit providers or intermediaries. They can help you

build a solid business case for investment.

Employee Engagement

At this stage you will have concluded negotiations with a stress management provider, ensuring employees buy into the plan.

Clarify and communicate your objectives Everyone needs to be aware of the company's stress management strategy. Is the aim to reduce absence, improve employee

performance, or is it merely an employee benefit? Inform them what the journey has been so far, what you hope to achieve, and what they can expect.

Apply a know-learn-be approach

Decide what you want your employees to know, the method by which they will learn it, and how you want them to be during and at the completion of the process.

# How to start

Use the following questions as a guide to begin formulating a stress management plan.

What are your organisation's goals?

- Mission, Vision, and Values
- What does success look like?

What are your current mental health and stress management issues?

- Absence rates
- Occupational health cases and insurance claims

Have you conducted an assessment revealing thoughts, feelings and behaviour of employees?

Consider the following statutory obligations:

- Health and Safety at Work Act 1974 (HSWA)

- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1985 (RIDDOR)
- Management of Health and Safety at Work Regulations 1999
- Employment Equality Act 2010
- Your 'duty of care' obligations, including undertaking risk assessments and activities to reduce the incidence of stress at work.

**Start your stress management journey today.**

*If you haven't yet planned a stress management strategy, we can help you get started.*



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