Dear colleague

I am delighted to introduce the Law Society’s new Wellbeing Toolkit 2021.

The Toolkit recognises the importance of promoting good mental health and providing support to help colleagues, their families and staff in their private and professional lives.

Developed over the course of the last number of months, the Toolkit will offer practical, accessible and timely information and support.

The Society has provided the Toolkit in a digital format for ease of access, with links to relevant support materials and organisations.

Over the course of the coming months the Society will refresh the Toolkit whenever necessary with new information, guidance and updates.

The launch of the Toolkit is a continuation of the Society’s ongoing work and complements the invaluable services offered by LawCare, with whom the Society has worked closely for many years on this important issue.

I would encourage all colleagues to review the Toolkit and to make use of it whenever the need arises in either their professional or private lives.

Rowan White
President
## Contents

### Your Own Wellbeing

#### Typical Issues
- Alcohol and Drugs
- Pressures relating to clients, fees and other areas
- Covid-19
- Depression and suicidal thoughts
- Isolation and loneliness
- Personal Issues
- Physical Health
- Redundancies
- Stress

#### Ways of Helping
- Exercise and physical health
- Recognising warning signs
- Relaxation
- Routines and switching off
- Seek help
- Sleep
- Staying connected with friends and colleagues
- Stress
- Talking to others
- Time Management
- Working from home

#### Supporting Others
- Personal and professional support
- Return to work
- Flexible working and recognising caring responsibilities
- Mentoring

### Concerned about a client?
- Guidance on vulnerable clients
- What to do if you are concerned about a client coming to harm either at their own hand or someone else’s
- Other

### Firm’s Policies
- General guides
- Staff wellness strategy
- Access to training and CPD
- Wellbeing events
- Input from organisations who can help

### Organisations who can help
Your Own Wellbeing

Typical Issues

Alcohol and Drugs

- How do drugs and alcohol affect your mental health?
- Drugs, Alcohol and Mental Health
- Alcohol Support Services
- Drug addiction: Getting help
- Addiction

Pressures relating to clients, fees and other areas

- Impact of work pressure on legal professionals
- Pressure from clients in small firms
- Stressors and emotional resilience

Covid-19

- Coronavirus and your wellbeing
- Impact of the coronavirus pandemic on mental health
- Looking after your mental health while self-isolating
- Helpful information on mental health and well-being during the covid-19 crisis
- Covid Wellbeing NI online hub
Depression and suicidal thoughts
- Signs and symptoms of depression
- Information on depression
- Help for suicidal thoughts
- How to cope with suicidal feelings

Isolation and loneliness
- Loneliness
- Get help with loneliness

Personal Issues
- Personal lives and Relationships
- Relationships
- Money, work or housing
- Money and mental health
- Gambling
- Housing and Mental Health
- Bereavement
- Bereavement Support
- Eating Disorders

Physical Health
- Health issues
- Links between mental and physical health
- Looking after your physical health

Redundancies
- Important information on redundancy
- Help for redundant employees
- Tips on how to handle redundancy
- Coping with redundancy

Stress
- What is stress?
- Stress in the Legal Profession
Ways of Helping

General

- Looking after your mental health factsheet
- Top 10 tips for good mental health and wellbeing
- Take 5 steps to wellbeing
- How to look after your mental health
- Preserving good mental health

Exercise and physical health

- Benefits of exercise
- Top 10 benefits of regular exercise
- The mental health benefits of exercise
- Physical activity and your mental health
- How to look after your mental health using exercise
- Wellbeing and physical health

Recognising warning signs

- Early warning signs
- Signs of poor mental health
- Mood self-assessment
- Spotting the signs of a potential mental health issue
- How to spot mental health issues at work
Relaxation
- Tips and exercises to help you relax
- Relaxation techniques for stress relief
- Mindfulness
- How to look after your mental health using mindfulness
- Resting mind and body

Routines and switching off
- The importance of routine
- Mental health benefits of sticking to a routine
- Top 10 Tips for Email Management
- Digital wellbeing

Seek help
- Counselling factsheet
- Therapy and Counselling
- AMH New Life Counselling
- Get support from a mental health charity

Sleep
- Sleep factsheet
- Top 10 tips for good sleep health
- How to sleep better

Staying connected with friends and colleagues
- The importance of social connections
- Guide to investing in your relationships
- Connecting
- Staying connected with friends and family during covid-19
Ways of Helping

Stress
- Get help with stress
- How to manage stress
- How to manage and reduce stress
- Steps to deal with stress
- Dealing with stress at work
- 10 stress busters
- Breathing exercise for stress

Talking to others
- Ask, listen, talk
- How to talk about mental health
- Types of talking therapies

Time Management
- Top 10 tips for time management
- Easy time-management tips
- Time management and wellbeing at work

Working from home
- Practical steps to stay well while working from home
- 7 simple tips to tackle working from home
- Tips on how to look after yourself whilst working remotely
- Looking after your mental health while working during coronavirus
- Working well from home during coronavirus
- Mental Well-being at Work at Home
- Leaving work at work checklist
Personal and professional support

- Promoting wellbeing and tackling the causes of work-related mental health problems
- Creating mentally healthy legal workplaces
- Worried about a colleague?
- Worried about staff?
- How to talk about mental health
- Talking Toolkit - Preventing work-related stress
- How to support someone you’re worried about
- Here2Help App
- Supporting colleagues during lockdown

Return to work

Maternity leave
- Tips for returning to work after having a baby
- Six tips on returning to work after maternity leave
- Returning to work after maternity leave: Emotions and how to cope
- Supporting returning mothers’ mental health
- 10 tips for returning to work after post-natal depression
Paternity leave
- Returning to work after paternity leave
- Work and family: finding a balance
- Anxiety and depression in new dads
- Blog: Depression as a new dad

Adoption leave
- Statutory Adoption Leave: Returning to work

Career Break
- Blog: The do’s and don’ts of a career break return for women lawyers
- Article: How to return to law after a career break

Sickness absence
- Returning to work after sickness absence - Good practice
- Manager support for return to work following long-term sickness absence - Guidance
- Returning to work after mental illness

Covid-19
- Transitioning back to work after lockdown
- Webinar: Emotional and mental wellbeing in the workplace post Covid-19

Flexible working and recognising caring responsibilities
- Flexible work arrangements
- Covid-19 and flexible working: the perspective from working parents and carers
- Covid-19: Supporting carers in the workplace
- Parenting and work
- Mental health and parenting
- Balancing home schooling and working

Mentoring
- LSNI’s Mentoring Programme
- What is the purpose of mentoring?
- Creating a workplace mentoring program: Key steps and tips
- Lighthouse - Mental health mentoring and training services
Concerned about a client?

Guidance on vulnerable clients

- Meeting the needs of vulnerable clients
- SRA – Providing services to people who are vulnerable
- Achieving justice for victims and witnesses with mental distress
- Working with vulnerable client’s case studies

What to do if you are concerned about a client coming to harm either at their own hand or someone else’s

- Law Society of Scotland’s Guidance

Other

- Difficult lawyer-client relationships
- Vicarious Trauma
- Lawyers and vicarious trauma
- Claiming space – training for lawyers working with vulnerable populations
- Challenging conversations with clients
- Law Society of Ireland’s guidance on helping someone else
General guides

- General guide for employers on creating a working environment that encourages mental wellbeing
- The law firm based on wellbeing
- Introduction to mentally healthy workplaces
- Implementing the ‘Thriving at Work’ mental health standards in your workplace
- Roles and responsibilities for mental well-being – who should take action?
- Mental Health at Work Commitment Guide for Employers during Coronavirus

Staff wellness strategy

- Guides to Wellness Action Plans
- The Influence and Participation Toolkit
- Mindful Business Charter
- Work-life balance – Good practice
- Example stress policy

Access to training and CPD

- LSNI CPD Training
- AMH Works’ Training Programmes
- Training and Consultancy
- Wellbeing in the workplace online learning
- Fit For Law: Emotional competence and professional resilience
- HSENI Events
Wellbeing events

- Activities for your workplace
- Company wellbeing days
- How to organise a corporate wellbeing day

Input from organisations who can help

- HSENI’s Mental Wellbeing at Work Advisory Service
(See next section below also)
Organisations who can help

- Action on Mental Health
- LawCare
- Mind Your Head
- Action on Addiction
- Legally Disabled
- Mind Out
- Addiction NI
- Lifeline
- Parenting NI
- Aware
- SOLA
- PIPS
- The Law Society CPD Online
- HSC Public Health Agency
- Cruse Bereavement Care
- Mind
- Samaritans
- Eating Disorders Association NI
- Mental Health Foundation
- Together For You
- Inspire