**Working well with   
me on production**



Getting to know your team can help to build stronger working relationships, but on fast-paced productions, it can be hard to find   
the time and headspace. This handy template can help your new team get to know you better – and help you to do your best work.

It’s not compulsory to fill this in, but if it’s something you’d like to do, it’s a great way to introduce yourself and start a conversation about how you can thrive in production or on set. Please make anyone filling it in aware that their line manager will read the information they provide to try to accommodate their needs and preferences. However, this will not always be possible, so it is worth flagging separately if something you need is not happening.

**Are you a team leader?** You might want to fill this in and share it with your team. It’s the ideal tool for starting honest conversations about wellbeing.

**Are you a member of the production?** You might want to fill this in and send it to your line manager. You can also ask for a discussion   
in person if you’d prefer. Let them know if you’d like them to keep it to themselves, or if you’re happy for them to share with the wider team.



[Insert company name and production title]

[Insert your name and role –   
and preferred pronoun if you’d like to add]

1. **What things do you think help you stay mentally healthy   
   at work?**[Insert your answer here]
2. **Are the any details you’d like to share about your current working situation?**[Insert your answer here]
3. **Do you have any access needs that would help you to   
   thrive in the workplace? This could be related to physical   
   or mental health.**[Insert your answer here]
4. **Is there anything we should be aware of that might help   
   you work at your best, with consideration to the above?**[Insert your answer here]
5. **In times of stress, what does helpful support look like   
   to you?**[Insert your answer here]
6. **What support can your manager, head of department or colleagues put in place to minimise triggers and/or help   
   you to maintain good mental health?**[Insert your answer here]



1. **Are there any early warning signs that your manager,   
   head of department or colleagues might notice when   
   you are experiencing poor mental health?**[Insert your answer here]
2. **Do you have any specific training needs?**[Insert your answer here]
3. **Do you have any important personal events coming up?**[Insert your answer here]
4. **Anything else you’d like your team to know about you?   
   This is *your* form, so please feel free to add whatever information you’d like to share.**[Insert your answer here]

**[THIS INFORMATION SHOULD BE HELD IN ACCORDANCE WITH THE EMPLOYER’S PRIVACY POLICY/GDPR. PLEASE INSERT DETAILS HERE OR INFORMATION ABOUT WHO TO GET IN TOUCH WITH TO FIND OUT MORE BEFORE SENDING OUT TO TEAM]**

**Working Well With Me – Completed Example   
(names and details are fictional)**

Fire Films - Production

Jane Smith – Producer (she/her)

1. **What things do you think help you stay mentally healthy   
   at work?**I like to work autonomously and do the same with my team – I do not micromanage. I find it helpful to have weekly check-ins at the start and the end of the week during prep. During busy periods, especially during a shoot, I try to keep meetings brief, especially zooms. I like it when people ask me how I am doing.
2. **Are the any details you’d like to share about your current working situation?**I have a three-year-old daughter, so I prefer to work flexibly   
   when possible so that I can do drop off and pick up from nursery. I am happy to get back online in the evening, but I don’t have   
   a support network outside of my arranged childcare, so it’s   
   very hard for me to change arrangements at the last minute.
3. **Are there any needs either metal or physical that you would like to share?**I suffer from anxiety, so I try to keep quite a calm approach to   
   the way I work. For me it is important to speak openly about any issues on the production as and when they happen, as opposed to dealing with them when it’s too late. Due to my caring commitments, I try to avoid contact after hours, especially late   
   at night, unless it’s an emergency. I will not reply to emails sent during rest days and don’t expect any members of my team to either. If it’s an emergency, I will phone or send a text message.
4. **Is there anything we should be aware of that might support you work at your best with consideration to the above?**Flexibility with my working hours would be hugely beneficial.   
   I am also a carer for my elderly mother as well as a parent,   
   so I often have emergencies to deal with. I will always get my work done but it might be at a slightly different pace. I am also very happy to accommodate the same flexibility for those   
   working with me.
5. **In times of stress, what does helpful support look   
   like to you?**A patient attitude is what I find most helpful.
6. **What support can your manager, head of department or colleagues put in place to minimise triggers and/or help   
   you maintain good mental health?**Open and clear communication. I like to treat my team   
   members with respect, and like to be treated the same way.   
   I don’t respond well to shouting or confrontation. I think the   
   best teams are based on having transparency and open dialogue. If you have any issues with me or my work,   
   please talk to me about it as it happens.
7. **Are there any early warning signs that your manager,   
   head of department or colleagues might notice when   
   you are experiencing poor mental health?**As well as being the primary caregiver for my daughter,   
   I sometimes have to care for my elderly mother which can   
   be quite demanding; I can appear tired and teary every now   
   and again. I am a very transparent and open person so will communicate to my team if I am finding things challenging   
   or having a tough time.
8. **Do you have any specific training needs?**I would like to take some leadership training as I think it would benefit my way of working with the rest of the team.
9. **Do you have any important personal events coming up?**I have my daughter’s Christmas recital on the 17December.
10. **Anything else you would like your team to know about you? This is *your* form, so feel free to add whatever information you’d like to share.**I am incredibly committed to the work that I do, so believe that we can really find a positive way of working, even when things are incredibly busy. We spend so much time with our colleagues that I believe we can make it as enjoyable as possible. I have a sense of humour so try to bring that with me to work – hope you do too. I absolutely will not tolerate bullying or harassment of any sort, so I want to make sure that everyone within my team knows that.