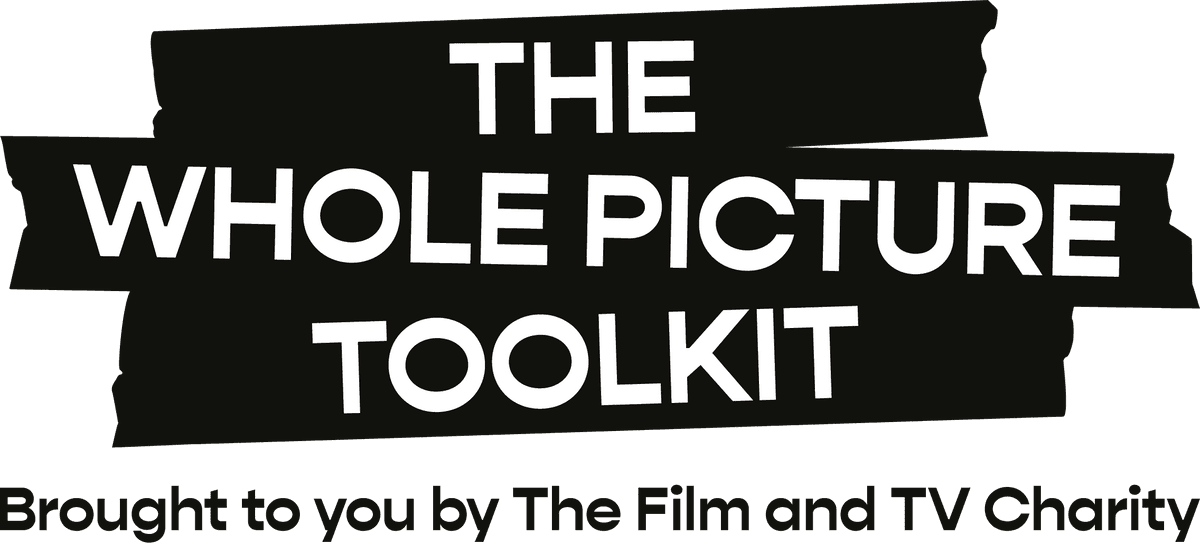
[](https://wholepicturetoolkit.org.uk/)**Working well with me   
– on a production: example**

For guidance on how to complete our template:

* See our Toolkit guide: [**Communicate your wellbeing plan to your team**](https://wholepicturetoolkit.org.uk/pre-production/communicate-your-wellbeing-plan-to-your-team/).
* Download our editable [**Working Well template**](https://wholepicturetoolkit.org.uk/app/uploads/2023/09/Working-Well-With-Me-template.docx) along with this example.
* Use the desktop version of Word (rather than browser) for the best editing experience, adjusting spacing as preferred.
* For suggestions to improve this template, or any part of the Toolkit, we’d love to [**hear from you**](https://surveys.hotjar.com/25003442-e9a4-4aef-82b5-c0c7ecf9d920).
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**Information for crew**

Our simple questions can support you in building stronger working relationships as, on fast-paced productions, it can be hard to find the time to really get to know each other.

It’s not compulsory to fill this in, but it’s a great way to introduce yourself to your team and start a conversation about how you all can thrive on set.

It’s also your opportunity to highlight your wellbeing needs.

If you’d prefer a discussion, rather than writing things down, let your team leader know.

They’re obliged to keep details confidential but may need to share some information with HR or other leaders, and should discuss this with you in advance (see ‘protected characteristics’ below).

Let your manager know if you would like them to share any of your details with the wider crew – or if you’d feel more comfortable sharing yourself.

**Guidance for team leaders**

Ensure that anyone completing this questionnaire knows which leaders, managers and HR may read the details provided. Privacy policy and GDPR rules should be followed.

Although it’s not always possible to accommodate requests, let your team know that they should flag any needs that aren’t being met during production.

**Protected characteristics**

To comply with the Equality Act 2010, which legally protects people from discrimination, your team leader may need to share information related to the act’s nine protected characteristics with HR or other managers.

They are:

* Age
* Disability
* Gender reassignment
* Marriage and civil partnership
* Race, including colour, nationality, ethnic or national origin
* Religion or belief
* Sex
* Sexual orientation
* Pregnancy and maternity leave

**[Production name]**

**[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.

1. **Are there 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.

1. **Are there any needs either metal or physical that you would like to share?**I have periods of 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.

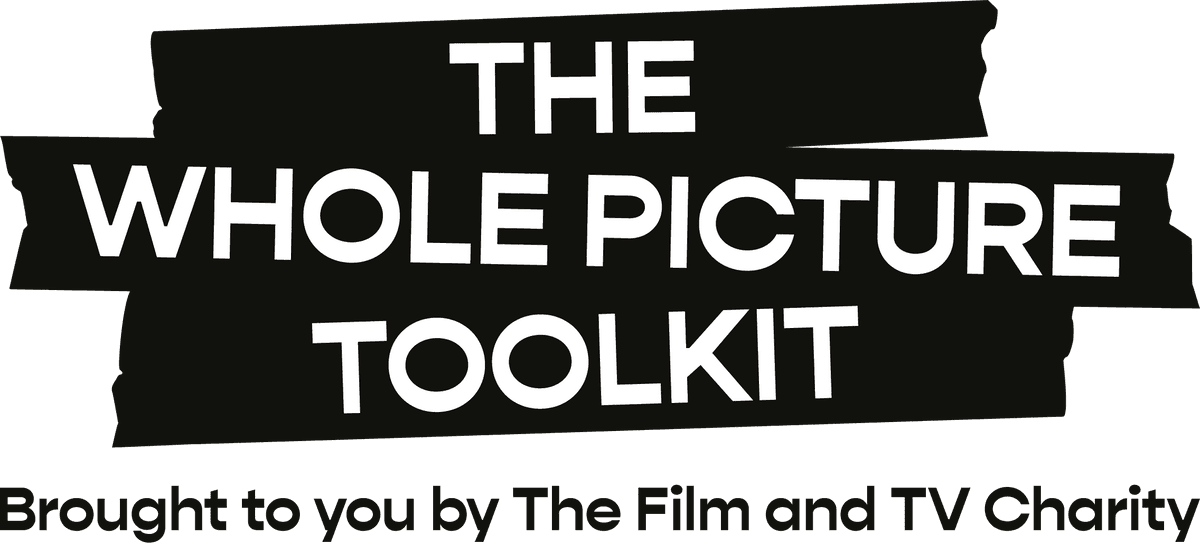
1. **Is there anything we should be aware of that might support you work at your best with consideration to the above?**Flexibility with my working hours would be hugely beneficial. I am also a carer for my elderly mother as well as a parent, so I often have emergencies to deal with. I will always get 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.

1. **In times of stress, what does helpful support look like to you?**A patient attitude is what I find most helpful.
2. **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.
3. **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 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.

1. **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.

1. **Do you have any important personal events coming up?**I have my daughter’s Christmas recital on the 17December.

1. **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.

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