

- It can help to talk to someone you trust (like a family member, friend, elder, teacher, counsellor) and plan how you want to approach the conversation and how much you want to share with your employer. This might include writing down what you would like to say and what you hope to achieve from the conversation with your employer.

*e.g., What level of detail am I comfortable sharing? Are there certain aspects I want to keep private? What kind of support or accommodations am I seeking from my employer? What specific needs or adjustments would help me?*

- Find the right time and place. It can be helpful for everyone involved if you set up a specific time in a private space and give your employer a heads-up about what you would like to talk to them about. That way, you both have time to prepare for this discussion.

*e.g., Could we have a [private phone call, meeting or catch-up] sometime this week? I'd like to have a check-in about [share in the level of detail that is appropriate and comfortable for you] and how its impacting me at work"*

- Let them know how your mental health difficulties may impact on your responsibilities and tell them what you might need or what you think could help.

*e.g., "I need to [take a break, reduce hours, take leave, work shorter shifts, have regular breaks] "I think having a quiet workspace or flexible could really help me manage this better", "I have/will provide a medical certificate for X number of weeks]*

- Make it an on-going conversation – having regular catch ups with your employer to check in and see how you are going can be helpful, especially if new supports or adjustments have been put in place.

*e.g., "I will check in again on [X date/X number of weeks] to see how things are going"*

- These conversations are confidential, but you can always ask who else will be informed just so that you are aware of what to expect next.

*e.g., "Are we able to please keep this conversation confidential?"*