

Workplace Action Plan (WrAP)

What is a workplace action plan?

Simply put it is a tool to help you have a conversation with your manager about your health condition and to let them know what support would help you do your job well.

It will also help your manager be prepared for any 'bad' days so will give you confidence that we understand you might need extra support.

However, sometimes it's just not possible to put in place everything for all sorts of reasons but where we can we will.

When should I use a WrAP?

It can be used when you have been recently diagnosed with a new condition, you have an existing condition which you now need extra support in work or are returning from sickness absence and need some temporary or permanent adjustments or support.

Who will see the WrAP?

That's up to you – it's something you should discuss with your manager – so if they are on holiday or away when you do need support, there is someone who you can speak to.

Your name:

Your role:

1. Tell us a little about your health condition and how it affects you

2. How does this affect you in the workplace? What can you do and not do?

3. What can we do to help you do your normal work activities?

3. What would a 'bad day' look like for you and your condition and how does this affect you doing your normal work activities?

4. So, on these 'bad days' what support would help you cope better to be able to do your normal work activities?

So in summary, the type of support I would value in the workplace for my health condition is:

...and on 'bad days':

8. I agree to this WrAP being shared with the following person(s), so they can support me when you are away: