

Template for addressing key drivers of burnout – organisations

Key driver	Actions	Timeframe	Owner	Measurement
Time to do my job well	Review PMES scores for 'I have the time to do my job well'	November 2023	Chief People Officer/HR managers	Improved PMES scores for: <ul style="list-style-type: none"> • I have the time to do my job well • I get the support to do my job well • There are effective resources in my organisation to support employee wellbeing • I feel burned out by my work (lower burnout rate) • Wellbeing topic score
	Review the design of work for roles at risk of burnout.	December 2023		
	Provide training programs and resources to develop employee workload management skills.	March 2024		
	Provide tools to assist with workload and resource allocation.	March 2024		
Support to do my job well	Review PMES scores for 'I get the support I need to do my job well'	November 2023	Chief People Officer/HR managers	Improved PMES scores for: <ul style="list-style-type: none"> • I have the time to do my job well • I get the support to do my job well • There are effective resources in my organisation to support employee wellbeing • I feel burned out by my work (lower burnout rate) • Wellbeing topic score
	Provide training and resources to equip managers with skills to effectively support their teams.	March 2024		
Access to wellbeing resources	Review PMES scores for 'There are effective resources in my organisation to support employee wellbeing'	November 2023	Chief People Officer/HR managers	
	Promote existing wellbeing resources.	December 2023 onwards		
	Take a human-centered design approach by consulting with employees on what type of wellbeing resources are needed. Regularly evaluate employees' perspectives on the effectiveness of wellbeing resources and be prepared to make changes	March 2024 onwards		

Template for addressing key drivers of burnout – managers

Key driver	Actions	Timeframe	Owner	Measurement
Time to do job well	Regularly assess and manage workloads in teams.	Ongoing	People managers	Improved PMES scores for: <ul style="list-style-type: none"> • I have the time to do my job well • I get the support to do my job well • There are effective resources in my organisation to support employee wellbeing • I feel burned out by my work (lower burnout rate) • Wellbeing topic score
Support to do job well	Conduct a resource gap analysis to ensure employees have access to the necessary tools.	December 2023		
	Develop a knowledge repository and communication platform to ensure employees have access to relevant information and resources needed to do their job.	December 2023		
	Have regular conversations with employees to understand what support they need.	Ongoing		
Access to wellbeing resources	Regularly discuss wellbeing and reinforce key messages from available wellbeing strategies and resources.	Ongoing		