

JUNE 2021

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Happy Wednesday!

In today's newsletter, you can check out these great articles and information:

- working from home activities
- webinars for personal development - *register now!*
- 'lunch and learn' sessions
- maintaining your motivation
- staying COVID safe
- managing your mental health in a lockdown
- podcasts - a great companion

We encourage you to continue taking the time to identify ways you can support your ongoing self-care and wellbeing.

Stay well and have a great Wednesday.

Working from home activities

As we continue to navigate the changing nature of the pandemic, the University continues to develop and deliver supportive resources and initiatives to enable you to adapt to working from home.

The Organisational Development team have assembled a ['Working from home activities' information sheet](#) which provides you with options to proactively plan and prioritise your health and wellbeing, and undertake learning and development opportunities that equip you to embrace challenges. Why not take a few moments to read it now.

You are also encouraged to access other great resources like the [Mental health and wellbeing information guide](#) and the [Health and wellbeing web page](#) to proactively build healthy routines and strategies to enhance your mental health and wellbeing.



Webinars for personal development

The University is offering the opportunity to attend personal development webinars to allow you to build your skills and thrive in times of change.

Presented by Catherine Twiss, a registered Psychologist trained in Organisational Psychology, you will be provided with facilitated discussion on relevant topics and outcomes.

[Register for an upcoming personal development session](#)

The final session of this series takes place:

Friday, 4 June (11:00am – 12:00pm) | Understanding our emotional needs and wellbeing

- understand the pyramid of emotional needs as a roadmap to coping with emotions during lockdown; and
 - accepting our emotions to give us the freedom to move beyond them.
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Lunch and learn sessions

The 'lunch and learn' sessions are designed to provide staff with information and assistance in a range of areas that support their personal and professional needs and interests.

We encourage you to check out and register for the upcoming sessions below.

[Register here for any 'lunch and learn' session.](#) A Microsoft Teams link will be sent following registration.

Upcoming sessions include:

23 June 2021 **Financial health and planning for tax time**
12:30pm – 1:15pm *Christine Peacock, Federation Business School*

24 June 2021 **Prostate cancer - what you need to know**
12:30pm – 1:15pm *The Hon. Jim Lloyd, National Support Groups Executive, Prostate Cancer Foundation of Australia*

Missed one of the 'lunch and learn' sessions, or simply want to refresh your memory? You can access the recordings via the 'lunch and learn' section on the Human Resources [Health and wellbeing web page.](#)



Maintaining your motivation

With the 'circuit breaker' style restrictions currently in place, we can expect that the need to adapt to flexible ways of working from home and remote teaching will be with us for some time.

Staying motivated can be tricky, but you can continue to thrive by setting new schedules and taking time for self-care. Refocus your attention away from these stressful changes and towards a more optimistic future.

Use the following tips for maintaining motivation:

- set small, realistic goals each day (and don't be afraid to go with the flow too);
- carve out time in your day for work and relaxation;
- get active with at least 10 minutes exercise each day;
- stay connected with people who make you feel good; and
- prioritise your mental health.



Staying COVID safe

The current circumstances are a timely reminder of the simple steps we all must take in keeping ourselves, colleagues and students COVID safe.

Reminder for all staff once campuses can reopen

- You must stay at home if you are sick and get tested if you have COVID-19 symptoms.
- You must sign in via QR codes in shared public areas, such as food outlets, gyms and libraries. This is vital for contact tracing should an outbreak occur. All of our QR codes come from the [Service Victoria app](#) and [Check In Qld app](#).
- It is also essential that we maintain strict hygiene measures. This includes using the disinfectant wipes provided to clean equipment and surfaces in classrooms and offices, meeting rooms and communal areas, as well as maintaining physical distancing of 1.5 metres whenever possible.

Getting a COVID-19 vaccination

- COVID-19 vaccination eligibility has been extended to anyone 40 years or older in Victoria. You can [find vaccine booking details here](#).
- You will be provided time to get your vaccination – there is no requirement to take leave or make up the time to do this.

Federation COVID-19 hotline – reporting a confirmed or suspected case

- You must let us know if you are confirmed or suspected of having COVID-19, so we can put in place a swift response including appropriate leave arrangements, concentrated cleaning and to assist in contact tracing if a case is confirmed.
- During business hours: COVID-19 hotline (03) 5122 6300 (8:30am to 5:00pm).
- Outside business hours: emergency phone number 1800 333 732 for confirmed cases (positive test result). For a negative result, please call the COVID-19 hotline the next business day.



If you're in Victoria, it's understandable if you are feeling upset, anxious or frustrated with another lockdown. We can expect to feel all these emotions, along with fatigue and exhaustion, says Dr Zena Burgess, chief executive of the Australian Psychological Society.

As we have had to quickly return to working from home and remote learning, it's important to be mindful of the impacts of this interruption, uncertainty and isolation.

Here are some practical strategies to help you manage your mental health in lockdown.

Focus on what you can control - when it's unclear what will happen tomorrow or the next day, and plans are thrown into chaos, it can be very unsettling. Aim to focus on the things you can control, and not on those you can't. You can use the FACE framework for practical steps that can help you manage uncertainty and anxiety during difficult times.

- **F** | focus on what's in your control
- **A** | acknowledge your thoughts and feelings
- **C** | come back into your body (exercise, stretches or breathing exercises can help)
- **E** | engage in what you're doing

Take breaks from news and technology - while it is important to be aware of what is going on, it helps to give yourself a break from distressing news and social media feeds. Limit your media exposure and stick to trusted sources of information, and avoid screen time leading up to bedtime.

Remember you're not alone - one of the most important things for our mental health is to feel connected to those around us. Stay connected with those that make you feel good. It is also helpful to think back to what worked – and what didn't – in previous lockdowns.

If you're struggling, support is available - if you are feeling stressed or anxious, there is support available. You can reach out to someone you trust, get in touch with your GP or psychologist, or access the University's Employee Assistance Program directly. For more information about EAP, please visit ['Counselling and other support' on the Health and wellbeing web page](#).

Take some time to [read the original article 'Managing your mental health in Victoria's COVID-19 lockdown'](#) for more detailed information.

The [Mental health and wellbeing information guide](#) also provides information and strategies to proactively build healthy routines and strategies to enhance your mental health and wellbeing.



Podcasts a great companion

Podcasts continue to be more popular now than ever. With thousands of quality podcasts being recorded and made freely available, they have become an appealing and calming companion in a time where we are being bombarded with daily news and social media.

Available at a time and location that suits you, podcasts are not only good entertainment, but they can also provide education. They are great for when you are doing chores, exercising, or preparing for the next step of your career.

Whether you want to tune into news, culture or comedy, or learn about a specific field of study, there is a podcast out there for you.

Try some of these exciting podcasts to get you started!

- [Always was, always will be our stories](#) (inspiring conversations with Indigenous role models and trailblazers)
- [Days Like These](#) (each episode looks at one moment in one person's life)
- [Stuff The British Stole](#) (British history stories with Marc Fennell)
- [ABC COMEDY Presents](#) (comedy)
- [Ladies, we need to talk](#) (women's health)
- [The Moth](#) (performing arts)

You can access podcasts from a range of sources like the [ABC listen app](#), [PodcastOne](#), [ABC Podcasts](#), [Stitcher](#) or via podcast apps available from the Apple and Android stores.



Quick Links

[iMindTime - provides you with a range of different mindfulness exercises to try out over six brief sessions](#)

[Mental health and wellbeing information guide](#)

[Health and wellbeing resources](#)

[COVID-19 support for staff](#)



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