

# A guide to giving a presentation on when and how to ask R U OK?

Ask “are you really OK?” any day of the year

It can help to talk about it.

Keep the conversation  on track 

Resources available at:  
[tracksafefoundation.com.au/event/rail-r-u-ok-day](https://tracksafefoundation.com.au/event/rail-r-u-ok-day)

 TrackSAFE  
Foundation

**RUOK?**<sup>™</sup>  
A conversation could change a life.



# Giving a presentation for Rail R U OK?Day

This document will help you deliver an effective presentation using our PowerPoint template.

We suggest you take some time to prepare, so you feel comfortable and can enjoy the experience of presenting.

## Some things to think about when presenting

- Smile and make eye contact with people in the audience. If presenting online/virtually – look into the camera
- Look at the audience more than your notes
- Talk from the heart
- Know the content because that will help your confidence
- Avoid speaking too quickly (writing SLOW DOWN on your notes can help)
- Always remember people want to listen to what you have to say because the message you are sharing matters to them.

## Suggested presentation structure.

- 1 Engage people:** Describe a time when someone asked you “are you OK?” at work and it made a difference (1-2 minutes)
- 2 Connect:** Introduce yourself with some background about who you are, why you are presenting and why you support R U OK? in Trucks & Sheds (1 minute)
- 3 Tell people why they are here:** In your own words, explain that by the end of the presentation you want everyone in the audience to know they can make a difference by reaching out, asking, “are you OK?” and lending support to a colleague who may be struggling with life (1 minute)
- 4 Explain there’s more to say after R U OK?:** Using the PowerPoint slides go through the steps of when and how to have an R U OK? conversation. Rehearsing with the slides before your presentation can help you feel comfortable and confident. This guide also has some additional content you might want to include in your presentation. Try and put things in your own words, as it will make it more authentic
- 5** Thank people and ask them to go out and ask, “are you OK?” whenever they’re concerned a workmate or someone in their world may be struggling

# Rail R U OK?Day 2022 Presentation Powerpoint Speaking Notes



## Slide 1

Since 2015 Rail R U OK?Day has been inspiring rail staff across Australia and New Zealand to look out for one another during life's (including work life) ups and downs by genuinely asking "Are you OK?" and really listening to the answer. This annual event is a collaboration between the TrackSAFE Foundation and R U OK?

By participating in Rail R U OK?Day and encouraging meaningful conversations in your workplace you are building a stronger, psychologically safe and more supportive rail industry.

This year, Rail R U OK?Day is Thursday 28 April 2022.

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes



## Slide 2

- It's important to recognise that some people in the audience might not be OK and encourage them to access appropriate support.

Example content warnings:

- If today's talk brings up tough emotions for you it's OK to excuse yourself. If you need some extra support, I strongly encourage you to open up to someone you trust, connect with a trusted health professional or access a service like Lifeline which is available 24/7 on 13 11 14. You can find other services and support organisations on the R U OK? website at [ruok.org.au/findhelp](https://ruok.org.au/findhelp)
- Sometimes when talking about mental health and wellbeing this can bring up tough emotions for people. It's OK to excuse yourself.

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes



### Slide 3

- This is the eighth year TrackSAFE and R U OK? have delivered this important industry initiative, which has given thousands of rail workers around the nation the skills and knowledge to have conversations with mates who may be struggling.
- This year, the theme is keep the conversation on track: learn how and when to ask "are they really OK?"
- This year's Rail R U OK? Day will focus on building confidence in the rail industry to keep the conversation on track and a make R U OK? conversations part of their everyday.
- While Rail R U OK? Day falls on the last Thursday of April, we want to inspire and empower the rail sector to create a safe, supportive R U OK? Culture and encourage workmates to look out for one another every day of the year. Every day is the day to build a supportive culture and look out for each other by making the question "are you OK?" part of every day.

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes



## Slide 4

### Life has its ups and downs:

- Work related pressures such as tight deadlines and long hours can impact your sleep and energy levels
- Illness can rob us of confidence and energy
- Work - or lack of work - can make us feel frazzled or inadequate
- Falling short of our goals can make us feel hopeless
- The death of a loved one can lead to complex feelings of grief and loss
- Relationship breakdowns can leave us confused, sad or angry

It's important you look out for changes and signs, no matter how small, that could indicate someone needs extra support and if you spot the signs you need to ask R U OK?

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes

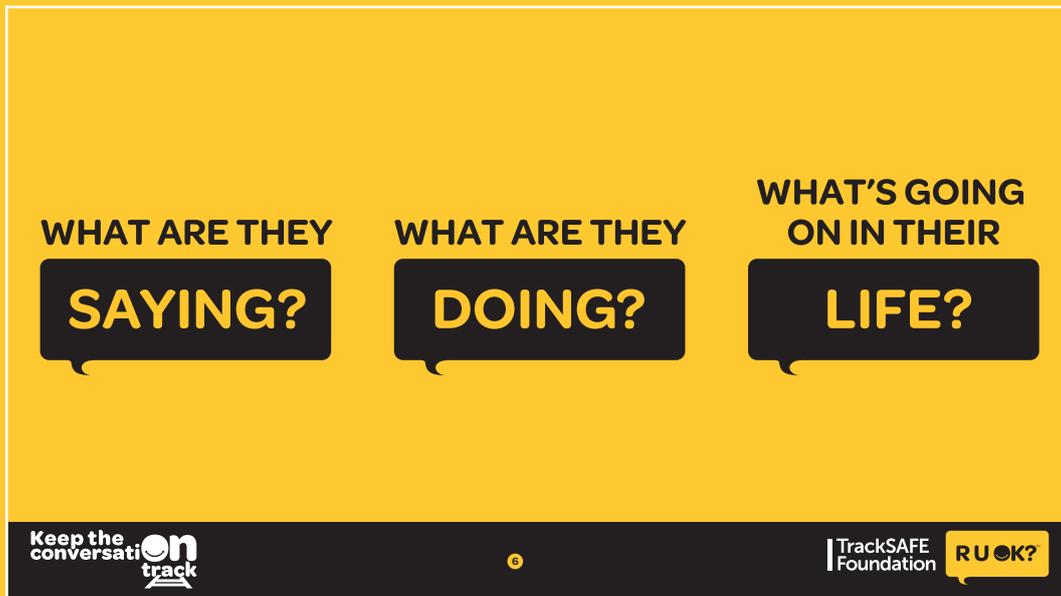


## Slide 5

- R U OK? aims to build the confidence and skills of the help-giver – the person who can have a meaningful conversation with someone who is struggling with life.
- R U OK? believes we all have a role to play in suicide prevention through learning how to spot the signs someone might be struggling and knowing when and how to have an R U OK? conversation.
- The support of friends, family and workmates can help prevent small things becoming bigger issues. That's why we need to make staying connected and asking, "are you OK?" a part of our everyday.

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes



## Slide 6

- Workmates are often well-placed to notice the small changes that might suggest someone isn't coping or needs a bit of extra support.
- You can look for changes in what they're saying or doing or things that are happening in their life because that might indicate they are feeling under pressure or stressed.
- **Look for signs in what they're saying.**
- **Look for signs in what they're doing.**
- **Think about what's going on in their life.**
- When you notice a change, no matter how small, it's time to ask R U OK?

# Rail R U OK? Day 2022 Presentation Powerpoint Speaking Notes



## Slide 7

Before you can support someone else, you need to look after yourself. And that's OK. You might not be in the right headspace or maybe you're not the best person for the conversation. If that's the case try to think of someone else in their support network who could talk to them.

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes



## Slide 8

To help you decide whether you're ready to start a meaningful conversation, ask yourself:

### Are you ready?

- Are you in a good headspace?
- Are you willing to genuinely listen?
- Can you give as much time as needed?

### Are you prepared?

- Do you understand that if you ask someone "are you OK?", the answer could be: "No, I'm not"?
- Do you understand that you're not responsible for solving someone else's problems?
- Do you accept they might not be ready to talk or they might not want to talk to you?

### Have you picked your moment?

- Have you chosen somewhere that is relatively private and where you'll both be comfortable?
- Have you figured out a time that is convenient for them to chat?
- Have you made sure you have enough time for a meaningful conversation?

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes



## Slide 9

Now I'll share some tips on how to navigate an R U OK? conversation using the four steps: Ask R U OK?, Listen, Encourage Action and Check in.

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes



## Slide 10

By starting a conversation and commenting on the changes you've noticed, you could help a workmate open up.

**You can start by asking "are you OK?" or say something like:**

- How are you travelling?
- I've noticed a few changes in what you've been saying/doing. How are things for you at the moment?"
- "I know there's been some big life changes for you recently, how are you going with that?"

**OR**

- "You don't seem yourself lately - want to talk about it?"

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes



## Slide 11

Listening with an open mind can be the hardest thing to do.

It can be tempting to jump in and try to push someone's worries away or offer a 'quick fix'. It can be really hard to hear that someone is in pain or struggling – but try and sit with the discomfort and remind yourself that your support can be crucial.

Try and avoid rushing the conversation and don't be afraid to sit in silence.

Give the person some space and quiet so they can find the words to express what they're going through.

Ask open questions to learn more about how they feel, when they feel this way and what might help to improve the way they feel.

### You could say:

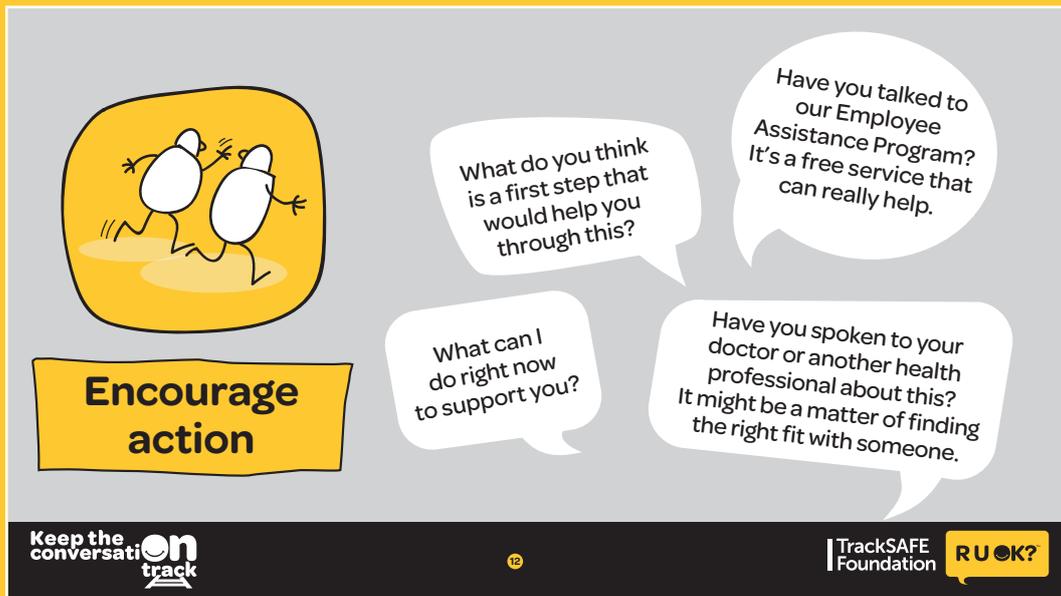
- "I'm here to listen if you want to talk more"
- "How are you feeling about that?"
- "Have you been feeling this way for a while?"
- "So, what was that like?"

### OR

- "I'm not going to pretend I know what it's like for you, but I'm here to listen to why you feel the way you do."

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes



## Slide 12

Once they've shared what they're going through, you might suggest to them that they think about one small step they might be able to take to improve their situation.

If they've been feeling this way for more than two weeks they might need to see their doctor or an appropriate health professional.

### You could say:

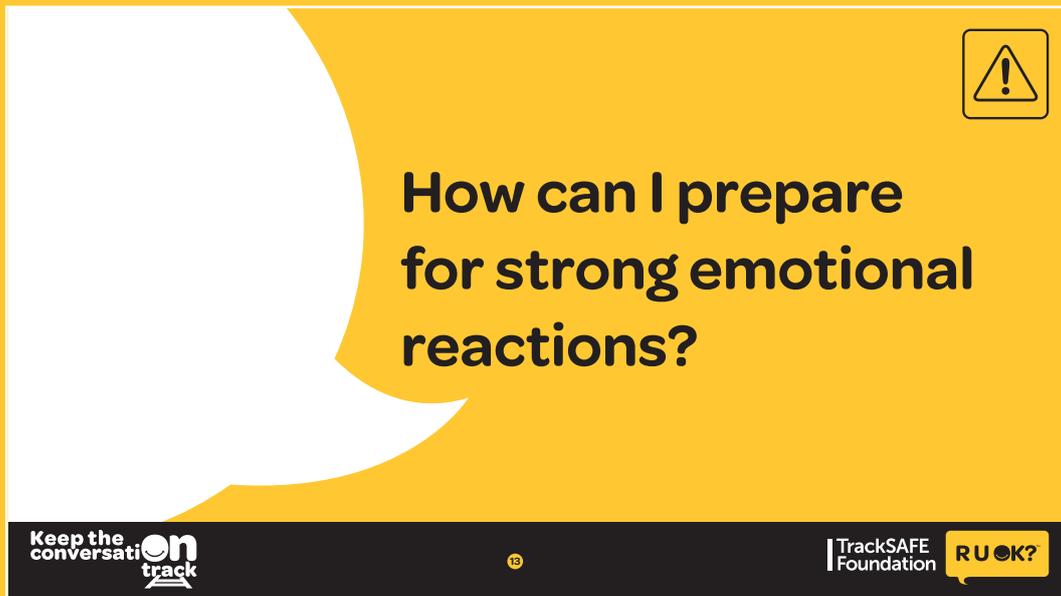
- "What do you think is a first step that would help you through this?"
- "What can I do right now to support you?"
- "Have you spoken to your doctor or a health professional about this? It might be a matter of finding the right fit with someone."

### OR

- "Have you talked to our Employee Assistance Program? It's a free service that can really help."

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes



How can I prepare for strong emotional reactions?

Keep the conversation on track

TrackSAFE Foundation

RUOK?

### Slide 13

- Recognise their reaction might be in response to a range of circumstances, some of which you might not know about
- Allow the person to fully express their emotions
- Actively listening is one of the best things you can do for someone when they are distressed
- Deal with emotions first, you can discuss the issues more rationally once emotions have been addressed
- Manage your own emotions by staying calm and not taking things personally

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes

### Useful contacts for someone who's not OK

**Lifeline (24/7)**

13 11 14

lifeline.org.au

**Beyond Blue (24/7)**

1300 224 636

beyondblue.org.au

**Suicide Call Back Service (24/7)**

1300 659 467

suicidecallbackservice.org.au

**Mensline**

1300 78 99 78

mensline.org.au

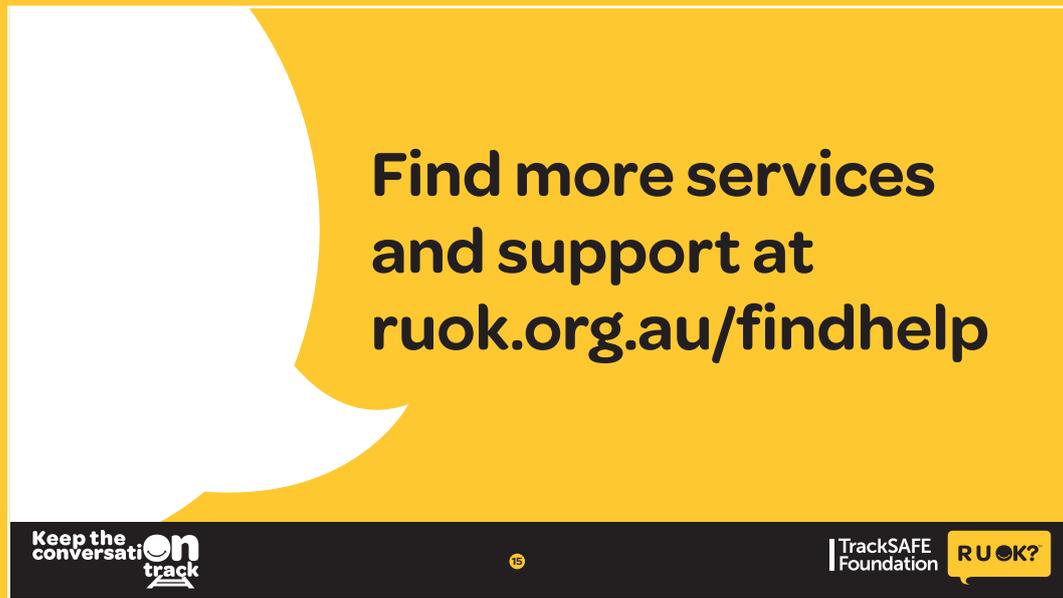
## Slide 14

Sometimes that person might need immediate support. These are some useful contacts for Australian services that are available 24/7.

You can also find information on talking to someone when you're concerned for their safety in the resources available at [healthyheads.org.au/ruok](https://healthyheads.org.au/ruok)

**NOTE FOR PRESENTER:** Consider inserting the contact details for local support options within your workplace. This might include details for peer support officers, managers and/or an Employee Assistance Program.

# Rail R U OK? Day 2022 Presentation Powerpoint Speaking Notes



## Slide 15

You can find a directory with national services and support on the R U OK? website.

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes



## Slide 16

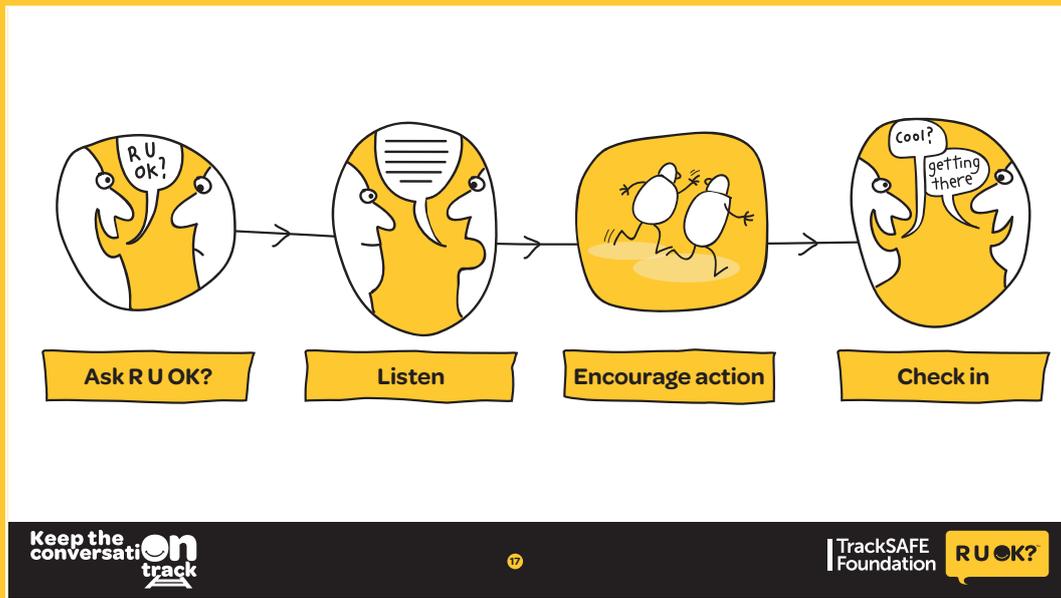
Make a joint decision to spend some time together in the near future so you can see how they're going. Your ongoing care and support can make a difference.

### When you check in you could say:

- "Just wanted to check in and see how you're doing?"
- "Have things improved or changed since we last spoke?"
- "What's been working for you since we last chatted?"
- "Do you need more support?"

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes



## Slide 17

By asking R U OK? then listening, encouraging action and checking in, your conversation could change a life.

# Rail R U OK? Day 2022 Presentation

## Powerpoint Speaking Notes

**Rail R U OK? Day resources available**

**Resources are available for download [tracksafefoundation.com.au/event/rail-r-u-ok-day](https://tracksafefoundation.com.au/event/rail-r-u-ok-day)**

Keep the conversation on track  
TrackSAFE Foundation R U OK?

18

TrackSAFE Foundation R U OK?

## Slide 18

- This year, Rail R U OK? Day has a number of resources available, including a conversation guide and toolkit with practical tools and tips.
- These can be downloaded at [tracksafefoundation.com.au/event/rail-r-u-ok-day](https://tracksafefoundation.com.au/event/rail-r-u-ok-day)

# Rail R U OK?Day 2022 Presentation

## Powerpoint Speaking Notes



## Slide 19

- A lot of this might sound fairly natural – and it is.
- Rail R U OK?Day is about giving people working in the industry more confidence to be there for each other when things are a bit tough.
- You've got what it takes to start a conversation that could change a life. So, who will you ask?
- Thanks for your time.

**TrackSAFE  
Foundation**

**RUOK?**<sup>TM</sup>  
A conversation could change a life.

[ruok.org.au](http://ruok.org.au)