

# 12<sup>th</sup> August 2024

## Inclusion North News



Inclusion North will share an important news story and tell you about their own work here every two weeks.

Melissa, is the Office Manager for Inclusion North. She manages the money, equipment, some human resources work, and some of the well-being work for Inclusion North.



She supports the work of the Chief Executive, Advisory Council, and Directors. She makes sure that the administrators can do their jobs well and feel supported when helping the wider team do their work.



As part of her job, Melissa worked with members of the staff team with lived experience; they checked how we work at Inclusion North.



This included how we employ disabled people as part of our Disability Confident award. We are very proud to say that Inclusion North is now a Disability Confident Leader.





Melissa loves the part of her job that is about wellbeing. Here are some of Melissa's top tips for your wellbeing.

Give yourself time to stop and enjoy the simple things in life each day; you could do this in ways like:



- Watching your kettle boil, noticing the sound and the steam rising. When you make your drink, see how it smells. Melissa loves the smell of fresh coffee.



- Watching a cloud and its shape, colour, and movement across the sky or sit in the sunshine and feeling the warmth on your skin. The sun feels like a lovely warm hug and fluffy white clouds make Melissa think of kindness.



- Smelling and touch the leaves of the plants and flowers in the garden or a park. Melissa feels joy and happiness from how they smell.



- Write down the small things you stopped to see, what they made you think of, and how they made you feel.