Healthy Relationships At Work:

An HRI Toolkit

HEALTHY
RELATIONSHIPS
INITIATIVE

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About HRI's Healthy Relationship at Work Toolkit

Most of us spend a lot of our waking hours at work. When our work is going well, this time can feel meaningful, rewarding, and purpose-driven. On the other hand, when we face difficulties at work, we can feel drained, stressed, and unhappy.

One of the biggest factors that can impact how we feel about our work is the relationships we have with coworkers, supervisors, clients, and collaborators. Talking about healthy relationships in the workplace might seem like a "fluffy" topic, but it turns out that having positive, supportive workplace relationships can be important for employee engagement and retention. In contrast, toxic or unhealthy workplace relationships can lead qualified employees to leave their jobs, not to mention have negative impacts on their overall health and well-being.

This HRI Healthy Relationships at Work Toolkit is designed to be completed either individually or as a team with your colleagues. In this Toolkit, you'll find information and resources to help you **reflect** on the meaning and value of healthy workplace relationships look like, **connect** with others through conversation and connection, and **build** skills and tools to foster positive, supportive workplace relationships.

Although this Toolkit focuses on workplace relationships, we invite you to visit our website at healthyrelationshipsinitiative.org to explore resources focusing on other types of relationships because our experiences in our personal lives can affect how we show up at work.

We hope this Toolkit is a helpful resource to you!

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Section 1: Reflect
Reflection Activities

A great starting place for building happier, healthier, and safer relationships of all kinds is gaining greater self-awareness about our hopes and goals for relationships, as well as understanding how we act and think about relationships.

This opening section of this HRI Toolkit focuses on Reflection Activities to help you consider why healthy relationships matter in the workplace, examine the health of key workplace relationships in your life, and identify common workplace challenges and stressors.

Consider completing these reflection activities on your own or in collaboration with your colleagues.

Reflection Activity #1: Reflecting on the Importance of Healthy Workplace Relationships

To what extent is it important to you to have healthy relationships in your workplace? If so, why is this important to you? Reflect on the questions below as you consider the potential value of being intentional about fostering healthy workplace relationships.

- On a scale from 0 (not at all) to 10 (completely), how important is it to you that your work-related relationships in general are healthy? Why did you choose the rating number you selected?
- Next, consider some of the specific workplace relationships that are most significant to you, such as with your supervisor, peer coworkers, employees who report to you, or external collaborators. Which, if any, of these relationships do you view as most important to be healthy, and why?
- What are some of the possible benefits of having healthier workplace relationships?
- What are some of the challenges or stressors that can arise when workplace relationships are unsafe or unhealthy?
- To what extent do you believe that the leaders in your workplace (which might include you!) view healthy relationships to be a priority within the organization?

Envisioning a Supportive Workplace Culture

Are my workplace relationships happy, healthy, and safe?
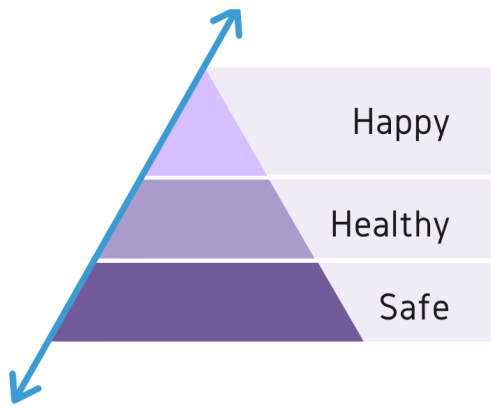
Happy

Healthy

Safe

Within the Healthy Relationships Initiative, we use the terms "happy, healthy, and safe" to describe a continuum of relationship quality. People can experience different levels of relationship quality at different points in time within each relationship. In addition, people can experience varying levels of relationship quality in the different areas of their lives. For example, a person might have a happy relationship with their romantic partner but unhealthy relationships in their workplace.

On the next page, you'll find reflection questions to help you consider the quality of specific workplace relationships you've experienced currently or in the past.

- **Safe relationships:** Safe relationships are free from all forms of abuse, neglect, and any other threats to one or more person's physical or emotional safety, well-being, and development.

- **Healthy Relationships**: Although each individual's definitions of healthy relationships may vary, the core of healthy relationships is built on respect, trust, safety, acceptance, freedom of choice, positive communication and conflict management, and fun. Perfection is not a requirement for healthy relationships: even healthy relationships encounter challenges and conflicts. In healthy relationships, these challenges become opportunities for growth and learning.

- **Happy Relationships**: In addition to being safe and healthy, happy relationships are joy-filled. Happy relationships offer people a nurturing source of care and support. People in happy relationships treasure their time together, make each other a priority, and have a deep understanding of one another.

This page has been adapted from the "About Us" section of the HRI website.

Envisioning a Supportive Workplace Culture (continued)

Are my workplace relationships happy, healthy, and safe?

Now it's your turn to reflect on the quality of the workplace relationships you've experienced. Feel free to focus your reflections on the questions below on current or past relationships. If you identify any particularly unhealthy or unsafe relationships, be intentional in caring for yourself as you reflect on your experiences in those relationships. You may even find it helpful to seek out additional support, such as through working with a professional counselor, if you've faced abusive or toxic behaviors in the workplace. Please visit the "Finding Services" section of the HRI website for a listing of databases to search for a qualified professional counselor in your area: https://healthyrelationshipsinitiative.org/community-resources/services/.

- **Reflection Questions to Identify Safe Relationships:**
    - Have I been bullied by someone at work?
    - Have I acted like a bully at work?
    - Is my workplace an emotionally safe environment?
    - Are there any people or relationships I consider to be "toxic" at work?
    - Is my personal well-being neglected at work?

- **Reflection Questions to Identify Healthy Relationships:**
    - Do I feel respected at work?
    - Is there a culture of trust in my workplace?
    - Are differences between people valued and accepted?
    - Are expectations communicated clearly?
    - Are problems addressed directly and with an eye for solutions?
    - Is conflict managed in a healthy way?

- **Reflection Questions to Identify Happy Relationships:**
    - Do I genuinely like the people I work with?
    - Would I be glad to spend time with my co-workers even if I didn't have to?
    - Do people at my workplace make an effort to know and understand each other?
    - Do we have opportunities to laugh and have fun together at work?
    - Do I feel like people in your workplace are really there for each other when someone is going through a hard time?

Reflection Activity #3: Common Relationship Challenges at Work

Let's revisit a key statement in HRI's definition of healthy relationships that you read earlier in this Toolkit: *"Perfection is not a requirement for healthy relationships: even healthy relationships encounter challenges and conflicts. In healthy relationships, these challenges become opportunities for growth and learning."*

Part of building healthy workplace relationships involves identifying and addressing relationship challenges when they arise. Ideally, this can be done in partnership with all of the involved parties. At times, however, relationship problems may involve people who are unwilling or incapable of being part of building solutions in a healthy way. A benefit of dealing with these kinds of people in the workplace is that there are often resources available for additional support, such as Human Resources personnel or processes for filing a grievance.

The reflection questions below are designed to help you identify common relationship challenges that you may experience at work, as well as resources that may be available to help you navigate them.

What are some of the most common and/or frustrating relationship challenges I've encountered at work?

What are some of the unique factors that might make it more difficult to address these workplace relationship challenges in a healthy way?

What resources and/or policies are available in my workplace to address relationship challenges if they arise?

What additional resources or sources of support are available to me outside of work (e.g., close friends or family members, a professional counselor) if I am facing workplace relationship challenges?

Reflection Activity #4: Managing Work-Related Stress

Work-related stress can impact your relationships, both in the workplace and in your personal life. Reflect on the following prompts to consider whether and how work-related stress is impacting you:

- What are the most stressful aspects of my job currently?
- Would I rate my current level of work-related stress as low, medium, or high? Why?
- When I'm facing work-related stress, what are some of the ways this impacts me, both in and out of work?
- What are some coping skills I use that help me to manage work-related stress?
- Overall, how effective am I in managing my work-related stress?
- Who in my life can I lean on for support when I face work-related stress?
- What other steps could I take to become more effective in managing my work-related stress?

Section 2: Connect

Conversation Starters

In Section 2 of this Toolkit, you'll find Conversation Starters to kick off discussions with other people who share the goal of fostering healthy workplace relationships. This might include your supervisor or employees whom you supervise, colleagues, and teammates working on a work-related project. Feel free to use these Conversation Starters in whatever ways seem most helpful to you and adapt them as needed. Below are tips to help you get started:

1. **Be creative in seeking opportunities to discuss healthy workplace relationships**. For example, consider using a conversation starter question as an icebreaker at the start of a team meeting. Or, you could include these questions as part of regular check-in meetings with your supervisor or the employees whom you supervise.

2**. Take time and try not to rush through these conversations**. If you only get through one topic at a time, that's okay! Your goal is to learn more about each other, not check off a list of questions as quickly as you can.

3. **Commit to active listening**. Once one person has shared, reflect back to them, such as by saying, "What I just heard you say is _____." Ask for clarification as needed.

4. **Value differing viewpoints**. People don't need to agree 100% about everything in order to have healthy relationships. In fact, differences help keep relationships interesting!

5. **Finally, enter into conversations with others with a commitment to kindness and respect**. Nearly everyone appreciates feeling heard and understood. Having conversations about topics like those in the Conversation Starters can feel strange at first. But, over time, if you engage in these conversations with kindness and respect, you can move beyond any initial awkward feelings and have a more natural-feeling discussion!

Conversation Starters

COMMUNICATION

1) Would you describe yourself as more of an extrovert or an introvert? How does this impact how you communicate at work?

2) What is something you think you do well when it comes to communicating at work?

3) What is an area of communication in the workplace where you'd like to improve?

4) What do you think is similar and different about communication strategies that are most helpful in the workplace as compared to within personal relationships outside of work?

5) What communication platforms (e.g., email, text, face-to-face) are most and least helpful to you when it comes to workplace communication?

WORK/LIFE BALANCE

1) What is your opinion of the concept of "work/life balance"? Do you think it is ever possible to fully achieve? Is there another term or concept that you prefer to describe the idea of balancing the demands of work with other areas of your life?

2) How does the stage of life that a person is in impact how they experience the concept of "work/life balance"?

3) What do you think workplace leaders can do to help employees feel supportive in balancing their work with other areas of their lives?

4) What are the biggest challenges you face currently when it comes to navigating "work/life balance"?

MANAGING CONFLICT

1) How would you describe your style of managing conflict? In what ways is your conflict management style similar or different between work conflicts and those in your personal life?

2) What are some of the unique factors that influence conflict in the workplace as compared to conflict that happens in more personal relationships outside of work?

3) How might workplace conflicts look different for different types of work relationships (e.g., supervisor-employee compared to peers)?

4) What are some "ground rules" that you think would be helpful to set when addressing conflict in the workplace?

HYBRID/VIRTUAL WORK SETTINGS

1) How, if at all, do you think that workplace relationships are different when they are virtual as compared to in-person workplace relationships?

2) What ideas do you have for maintaining effective communication in virtual workplaces?

3) Do you think it is easier or harder to form healthy workplace relationships in virtual settings? Explain your answer.

4) What strategies can virtual work teams use to foster healthy, collaborative relationships even if their in-person interactions are limited?

Conversation Starters

WORKING WITH LEADERS AND MENTORS

1) Describe the qualities that you believe are important for workplace leaders and mentors to possess.

2) Please think of an example of a leader or mentor that has had a positive impact on you-- either at work or in your personal life (e.g., a teacher or coach). What did that person do and/or say to have a lasting influence on you?

3) How might power imbalances impact the quality of relationships with workplace leaders or mentors? What ideas do you have for how to address relationship concerns when power imbalances are at play?

BURNOUT

1) What characteristics in your specific workplace might increase the likelihood that team members will experience burnout?

2) What resources are available in our workplace to support employees who are at risk for or who are already experiencing burnout? (*Note: If you are not aware of any resources, consider working together to investigate resources that may be available, such as by inquiring with HR*.)

3) What proactive strategies can workplaces like ours use to prevent burnout and promote employee well-being?

WORKPLACE BULLYING AND HARASSMENT

1) What do you know about any policies or procedures in your workplace related to bullying or harassment? If you are not familiar with any policies or procedures, how might you learn about them (if they exist)?

2) What do you think are some factors in workplaces that might increase the risk that bullying or harassment could occur? In contrast, what factors might reduce the likelihood of bullying or harassment?

3) What steps would you recommend workplaces take to prevent bullying and harassment, as well as to address it if it occurs?

HEALTHY BOUNDARIES AT WORK

1) What do healthy boundaries in workplace relationships look like to you?

2) What are your thoughts about connecting with coworkers on social media? What about connecting with your supervisor or employees who you are supervising?

3) How important do you think it is to get to know about your co-workers' lives outside of work, such as information about their family or hobbies? What do you think healthy boundaries look like in this regard?

4) What is the best way to approach boundary violations in workplace relationships?

Section 3: Build

Tips and Tools for Strengthening Your Workplace Relationships

This section of the Toolkit includes several practical resources and tools for building happier, healthier, and safer workplace relationships. These tools can be used individually or within your workplace teams.

The resources provided here include Tip Sheets that summarize some helpful strategies for promoting healthy workplace relationships, as well as interactive Worksheets to help you build new relationship skills and insights.

Topics addressed in this section include the following: (1) Foundational relationship skills, (2) Navigating conflict and stress, (3) Promoting work/ life balance, and (4) Building healthy workplace cultures.
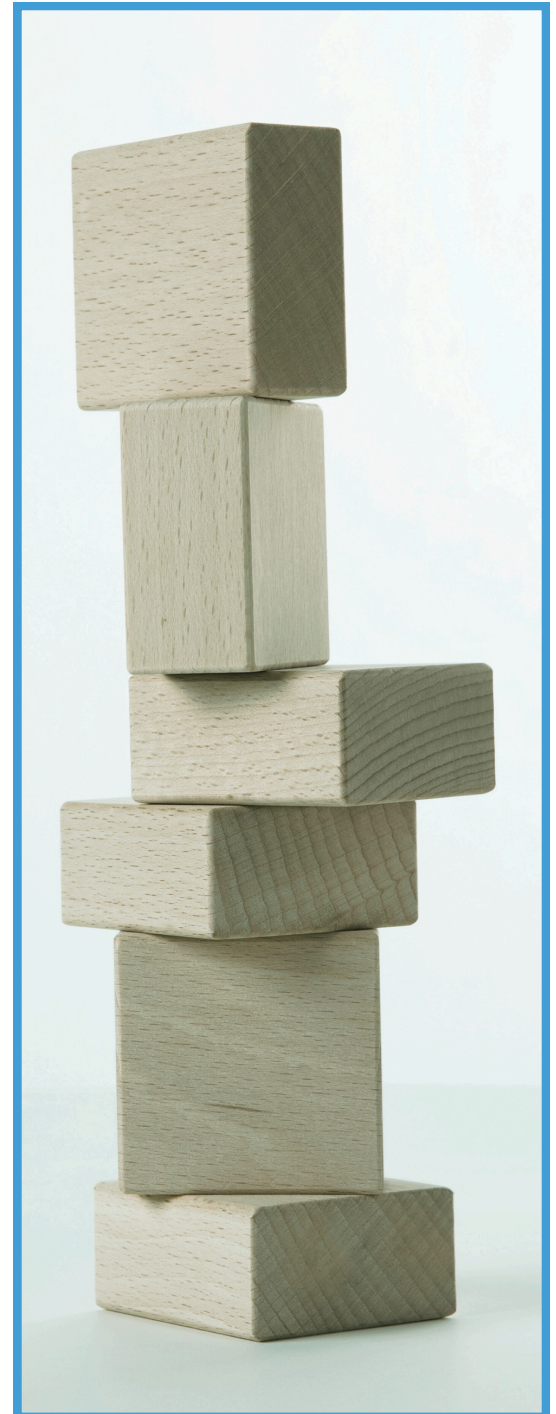
Tips & Tools

Foundational Relationship Skills in the Workplace

6 Foundational Relationship Skills to Foster Healthy Workplace Relationships

1 Practice Positive Communication

Whether speaking or listening, you can apply positive communication skills to enhance your workplace relationships. See the Tip Sheet on the next page of this Toolkit for more information about effective communication strategies.

2 Avoid Division & Gossip

Remember that divisive workplace behaviors can erode the health of a workplace culture. Focus on demonstrating kindness and respect toward others. If problems with others arise, address them directly or through appropriate reporting channels (e.g., Human Resources).

3 Be Sensitive When Giving & Receiving Feedback

If you are giving feedback to others, highlight strengths whenever possible, and demonstrate kindness and clarity when pointing out areas for growth. If you're receiving feedback, listen for understanding and ask for clarity if needed.

4 Be Reliable & Follow-Through

Aim to demonstrate to others others that you are a consistent, reliable worker who they can trust to follow through on your responsibilities. When adjustments are needed (e.g., you need more time to meet a deadline), be open in communicating and asking for more time.

5 Build & Maintain Healthy Boundaries

Healthy boundaries are important in all kinds of relationships, including in the workplace. Use clear, respectful statements to communicate your boundaries. Be consistent in understanding the boundaries of others.

6 Understand the Norms & Culture of Your Workplace

Each workplace is unique. Be intentional about learning the norms of your workplace around collaboration & communication.

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6 Tips for Effective Communication in the Workplace

1 Practice Active Listening

When someone is talking to you, listen with the intent to understand what the other person is thinking and feeling. Avoid the distraction of focusing on what you want to say next. After the person is done talking, share your understanding of what they said, and be open to clarifications they offer.

2 Choose Communication Platforms Wisely

Match the communication platform you use to the sensitivity of the topics being addressed. Ideally, sensitive or conflict-based topics should be addressed in person, or as close to being in person as possible (e.g., choose a video or phone meeting instead of email or text).

3 Consider Communication Styles

Every person is unique. Consider your own communication style, as well as the styles that others prefer. Aim to adapt your preferred communication strategies in ways that reflect the unique needs and experiences of others to maximize your conversations.

4 Speak Clearly and Respectfully

Show concern for the other person's reactions and well-being when you are talking with them. Use clear, respectful language, and be willing to explain yourself in other ways if the other person has questions. Avoid hurtful language whenever possible.

5 Notice Nonverbal Cues

You can learn a lot by observing what *isn't* said out loud. Pay attention to nonverbal cues, such as the other person's tone and pace when speaking, as well as their body language and other clues, such as if they become quiet when discussing an uncomfortable topic.

6 Keep Lines of Communication Open

Remember that healthy communication can be built collaboratively over time. Seek opportunities to foster ongoing communication in the workplace, including planned meetings and other ways to address more immediate concerns when they arise.

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Foundational Workplace Relationship Skills: Self-Assessment Worksheet

Directions: Spend some time in self-reflection, and rate the extent to which you demonstrate effective foundational workplace skills for each skill below. Check the appropriate box to indicate whether you view your skills in each area as a strength, neutral, or a weakness. After completing your ratings, identify one specific goal to work toward building stronger skills in at least one area.

| Workplace Relationship Skill	This skill is a strength of mine.	This skill is neither a strength nor weakness for me.	This skill is a weakness of mine.
Communication: Speaking clearly and respectfully.			
Communication: Listening actively when others are speaking.			
Building and maintaining healthy boundaries.			
Being sensitive when giving and receiving feedback.			
Avoiding unhealthy workplace behaviors like gossiping, bullying, and aggressive communication.			
Being dependable and reliable in my interactions with others.			
Practicing effective conflict management skills.			
Demonstrating respect when interacting with the people in my workplace.			

Goal-Setting: Based on your self-ratings on the foundational workplace relationship skills listed above, write one specific goal you'd like to focus on in the next month to strengthen your relationship skills at work.

My goal for developing stronger relationships skills during the next month is to:

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Tips & Tools

Navigating Stress & Conflict in Workplace Relationships
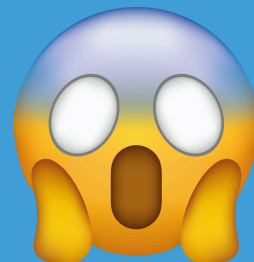
6 Tips for Working Through Intense Emotions At Work

01 **Be mindful of emotions as they arise.**

Notice feelings as they arise. Acknowledge your emotions & the impact they're having on you.

02 **Pause before responding.**

When you notice intense emotions, give yourself time to process your feelings before reacting.

03 **Practice self-validation.**

Remind yourself your feelings are valid. Practice self-compassion toward your emotions.

04 **Process feelings with someone you trust.**

Seek support from someone you trust who can offer a safe space for processing your feelings.

05 **Determine whether to share emotions at work.**

Expressing emotions in the workplace can be complex. Be intentional about deciding whether and how to proceed.

06 **Consider seeking counseling.**

A mental health professional can offer confidential support to process intense emotions.

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MANAGING CONFLICT AT WORK

UNDERSTAND OTHERS' CONFLICT STYLES

Taking into consideration each person's conflict management style will help everyone adapt and appreciate differences while working together in addressing a conflict.

ESTABLISH GROUND RULES

Discuss the types of comments or behaviors that are unacceptable during conflict, as well as how you'd like to act toward one another when you are addressing conflict issues.

FOCUS ON ONE ISSUE AT A TIME

It can be tempting to bring up the past or other unresolved issues when having a disagreement. Stick to the issue at hand to avoid amplifying the intensity and the direction of the current conversation.

USE POSITIVE COMMUNICATION SKILLS

Ask open-ended questions and give everyone opportunities to speak. Take turns listening to one another and try to understand where each person is coming from.

WORK TOWARD SOLUTIONS

Remember that maintaining and strengthening relationships is more important than forcing others to agree. Work toward win-win solutions whenever possible.

For more conflict management tips, visit our HRI Youtube channel @healthyrelationshipsinitiative, and check out our video playlist: Managing Conflict in Close Relationships.

HRI Healthy Relationships at Work Toolkit

HEALTHY RELATIONSHIPS INITIATIVE

Problem-Solving At Work

On the next page, you'll find a worksheet that you can use individually or with your team to identify and define problems in the workplace, and then work to build and implement solutions.

Keep in mind that it can take several tries to arrive at the most effective solution(s) to address any given problem at work. Think creatively, maintain an open mind to new ideas, and approach each potential solution as an experiment you can test and evaluate.

When addressing workplace problems, build on healthy relationship skills like effective communication strategies, as well as conflict management tools when different perspectives arise.

As much as possible, aim to use a collaborative, team-based approach to solving problems together. Remember that healthy relationships allow you to value and build upon each person's unique perspectives and skills as you implement potential solutions to challenges and problems that you face.

Feel free to use additional paper (or a physical or virtual whiteboard) if you run out of space on the worksheet.

HEALTHY RELATIONSHIPS INITIATIVE

Problem-Solving At Work:

An HRI Worksheet

Step 1: Define the problem. Use this space to identify and define the problem you aim to address using this worksheet. Be as specific as possible.

Step 2: Identify strengths and resources. What strengths and resources (i.e., your own, others', and those in your organization) can you build upon to address this problem?

Step 3: Brainstorm possible solutions. Think creatively, and try to suspend judgment of ideas as you list as many ideas as possible. Don't be afraid to think outside the box!

Step 4: Select solutions to try & evaluate their effectiveness.Of the ideas you brainstormed, select one or more that seem promising, and develop a plan to implement the selected idea(s). Consider when and how you'll evaluate the solution's effectiveness. Repeat these steps as many times as needed.

HEALTHY RELATIONSHIPS INITIATIVE

Tips & Tools

Promoting Work/Life Balance

Work-Life Balance

Tips for Balancing Responsibilities at Work & In Your Personal Life

Define What "Balance" Means to You

The idea of "work/life balance" isn't one that resonates with everyone. If this term doesn't resonate with you, consider other ways of describing and creating a personal sense of peace and contentment about how you allocate your time, energy, and attention between your work and other areas of your life, such as your family and health.

Set & Honor Boundaries

Aim to establish and maintain boundaries between your work life and other areas of your life, including your personal interests and hobbies and the important relationships in your life.

Disconnect with Intention

Work can feel overwhelming, whether due to the constant presence of technology or the worries about work that linger in our minds during personal time. Aim to "unplug" from work & focus on being present by deliberately reducing distractions.

Ask for Help

If you're finding it difficult to manage the demands of your work alongside your personal commitments, consider seeking support and guidance from a trusted friend, family member, or trained professional like a counselor or coach.

Develop Self-Care Practices

Remember that self-care can happen in big (e.g., a day at the spa) and small (e.g., taking a minute or two to practice relaxation breathing during your work day) ways. Build a personal toolbox of self-care and coping strategies that work for you, and practice them regularly.

Let Ideas About "Balance" Change

Remember that the idea of "balance" between work and our personal lives can change over time. The stage of life we're in can play a big role, including changes in our relationship status and family dynamics over time. Adjust your approaches to fostering a sense of balance as your life circumstances change.
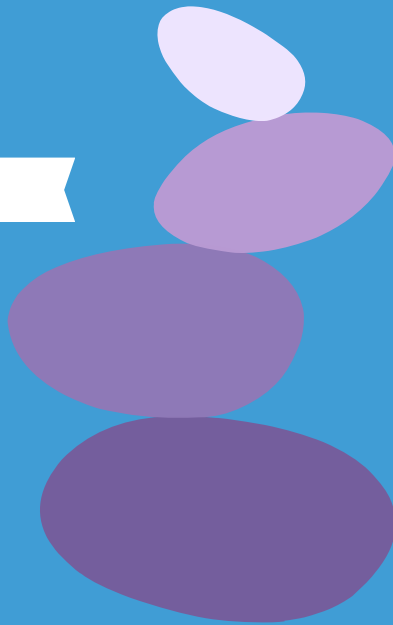
Tips for Recognizing & Addressing Burnout At Work

1 **Understand the Signs of Burnout**

The signs of burnout can show up in emotional, physical, and behavioral ways. Be mindful of noticing if your well-being is affected by work-related burnout.

2 **Identify the Contributing Factors**

It can help to reflect on the personal or job-related factors contributing to your burnout. Assess the types circumstances that seem to be at the root of your burnout.

3 **Experiment with Small Actions**

Sometimes, even small action steps can help reduce burnout. This might include getting more rest, practicing self-care, and asking your work team for help.

4 **Consider More Significant Changes**

More significant changes may be needed to address burnout if smaller changes don't help much. These might including taking extended time off or changing job environments.

5 **Surround Yourself with Support**

Build a supportive team around you as you address your burnout, such as with trusted friends, family members, and coworkers. Professionals (e.g., a counselor) also may be helpful

6 **Create a Burnout Action Plan**

Complete the worksheets on the following pages to develop a personalized plan for recognizing, overcoming, and preventing burnout.

WORKSHEETS:
Recognizing, Overcoming, And Preventing Burnout

This HRI Burnout Action Plan is designed to help you recognize the potential signs of burnout, consider ways to overcome burnout if you're facing it, and develop strategies for preventing burnout in the future.

Use the spaces provided on the following worksheets to reflect on your answers to the questions provided. Revisit this worksheet in the future for a refresher on ways to address burnout, as well as consider any updates that may be helpful to make to your Burnout Action Plan.

Recognizing Burnout

MY SIGNS OF BURNOUT (INCLUDE EMOTIONAL, PHYSICAL & BEHAVIORAL SIGNS):

WHAT CONTRIBUTES TO MY BURNOUT? (BE SPECIFIC!)

Overcoming Burnout

HOW STRESS IMPACTS MY PERSONAL RELATIONSHIPS:

HOW STRESS IMPACTS MY WORK PRODUCTIVITY:

WRITE 2 SMALL ACTIONS YOU CAN TAKE TO ADDRESS YOUR BURNOUT:

WRITE 1 WAY IN WHICH YOU WILL MAKE AN INTENTIONAL CONNECTION (PERSON, ORGANIZATION, OR RESOURCE):

Preventing Burnout

MY RISK FACTORS:

2 SELF-CARE STRATEGIES THAT WORK FOR ME & THAT I CAN REALISTICALLY IMPLEMENT NOW:

WRITE ONE BOUNDARY YOU NEED TO SET TO PREVENT BURNOUT:

WHAT IS YOUR WHY, MEANING THE REASON THAT ADDRESSING BURNOUT IS IMPORTANT TO YOU?

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Tips & Tools

Building Healthy Workplace Cultures

Tips for

Building a Positive Workplace Culture

2 **Appreciate each workplace's unique culture.**

There are many different ways to build a healthy workplace culture. Consider unique factors of your workplace and design the culture in ways that make sense for that environment.

3 **Practice positive relationship skills.**

Healthy relationship skills-- like positive communication and conflict management-- help build a foundation of trust and collegiality in the workplace.

1 **Understand why positive workplace cultures are important.**

Positive cultures can contribute to employee well-being, retention, and engagement.

4 **Actively avoid negative relationship dynamics.**

Take negative relationship dynamics seriously, as they can erode positive workplace climates. Address any negative patterns that arise as soon as possible.

6 **Consider developing a formal Workplace Culture Statement.**

Just like organizational mission and vision statements, a formal Workplace Culture Statement can help to cast a vision for what relationships and the climate will look like within a workplace.

5 **Be generous with gratitude and affirmations.**

Balance constructive feedback with a positive focus on gratitude and appreciation for team members' contributions to the workplace.

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Ways to Infuse Joy & Happiness into the Workplace

Believe it is possible. Work isn't always fun, but it *is* possible to find joy in certain aspects of our work.

1

Get to know your about your teammates. Within appropriate boundaries, learn about people's lives outside of work, like their hobbies and talents.

2

Celebrate together! Whether you're celebrating birthdays, holidays, or accomplishments, special occasions bring fun to the workplace.

3

Express appreciation for one another. Highlight team members' strengths. Create a culture of gratitude.

4

Personalize your workspace. Create a work environment (whether an office or virtual spaces) that includes things that make you smile, such as an uplifting quote.

5

Remember that joy can be found in seemingly small things. Appreciate simple pleasures like your morning cup of coffee, inside jokes with teammates, and a kind word on a difficult day.

6

HEALTHY RELATIONSHIPS INITIATIVE

WORKSHEET:
Workplace Culture & Values Brainstorming

On the next page, you'll find a worksheet to help you envision what a healthy, positive workplace culture would look like to you. You'll also have the opportunity to reflect on the core values that underlie your work. Then, you'll consider steps you might take to begin working toward building a healthier workplace culture.

This worksheet can be completed on your own or with members of your team at work. Ideally, team members at all levels of the organization will be involved in envisioning and creating a healthy workplace culture. However, even if you don't have buy-in from other team members, there may be steps you can take on your own to contribute to a healthier workplace culture.

Of course, some workplace cultures are very unhealthy or even toxic, and team members or leaders within the organization may be unwilling to work toward positive change. If this is true for you, this worksheet might be useful to help you reflect on qualities you'd like to look for if you decide to seek employment elsewhere, now or in the future.

Fostering a healthy workplace culture takes time and intentionality. However, the benefits of a healthy workplace culture can have a huge impact on individual team members and the overall work of the organization. We hope this worksheet offers you ideas for building a healthier culture in your workplace.

HEALTHY RELATIONSHIPS INITIATIVE

WORKPLACE CULTURE & VALUES BRAINSTORMING

IF YOU COULD DESIGN THE IDEAL WORKPLACE CULTURE, WHAT WORDS WOULD YOU WOULD USE TO DESCRIBE IT?

THINK ABOUT WHAT YOU KNOW ABOUT YOUR WORKPLACE. WHAT DO YOU THINK ARE THE CORE VALUES THAT UNDERLIE YOUR AND YOUR ORGANIZATION'S WORK?

WHAT ARE SOME SPECIFIC STEPS YOU COULD TAKE, INDIVIDUALLY OR AS AN ORGANIZATION, TO PROMOTE A POSITIVE WORKPLACE CULTURE?

We hope this HRI Healthy Relationships at Work Toolkit has been a valuable resource for you.

For more information and resources on building happy, healthy, safe relationships of all kinds, visit our website at https://healthyrelationshipsinitiative.org/.