

Positive Workplace Environment for Team Success

Quick Tips:

Demonstrate Respect

- Treat employees with courtesy, politeness, and kindness.
- Encourage employees to express opinions and ideas.
- Listen to what others have to say before expressing opinions.
- Encourage creativity, innovation, and solution-oriented ideas for consideration and implementation.
- Never insult people by name calling, disparage, degrading others or their ideas.
- Avoid inappropriate joking or comments that nit-pick, criticize, belittle, judge, demean, or patronize your coworkers.
- Be inclusive. Invite employees in corresponding meetings, discussions, trainings, and events
- Demonstrate consistent expectations and follow through.

Demonstrate Appreciation

- Communicate the meaningful acknowledgement.
- Be genuine.
- Focus on the positive impact and how specific actions support the department's goals/University's mission.
- Create and maintain a supportive environment.
- Communicate authentic appreciation and encourage employee peer-to-peer recognition.

Demonstrate Motivation

- Recognize effort and achievement.
- Foster collaboration and positive communication.
- Create clear goals, defined roles, and identify supportive resources.
- Encourage open, transparent communication, meet often, and give proper feedback.

Demonstrate Trust

- Create a welcoming and safe workplace environment.
- Mean what you say, say what you mean!
- Address deficiencies through solution-oriented approaches.
- Keep your promises and fulfill your commitments.
- Give credit to other people's work and ideas.