



BUILDING DIGNITY IN THE WORKPLACE

# Building Mindfulness

June 2021



*“Creating a culture of dignity is a process, and it begins with acknowledging the value of every person we encounter, including ourselves.*

*Dignity does not have to be earned, we are all born worthy of honor;  
it is inherent in our very existence.*

*Dignity is demonstrated through action, and refined through practice.*

*It is spoken, heard, seen and felt in every interaction we have, within ourselves,  
with our coworkers and with our communities”*

**build** *verb*  
**/bild/** to make stronger

Like any strong foundation, building a strong culture of dignity in the workplace is an ongoing process and must be maintained over time.

**Positivity, relationships, and mindfulness establish the foundation of a dignified workplace.**

The three training modules in this series will offer tools, best practices, and practical examples to assist in building a strong foundation of dignity, wherever you may be.



# Building Mindfulness

“ Giving your fullest attention to the other person embodies mindfulness.

. . . .

Simply put, a mindful relationship is one where you pay attention to the other person, staying or being present to their here and now without judgment.

”

- Melinda Fouts Ph.D.  
Forbes  
July 19, 2018



# Foster Open Communication

By making a habit of frequent and meaningful conversations, you are building an environment which welcomes open communication. Doing this ensures that all employees have a chance to share their opinions, ideas, complaints, and feedback.

Communicate openly by being...

- empathetic - imagine walking in the speaker's shoes
- intentional about reaching out to others (including new hires, those in different areas of the department, etc.)
- an active listener



# Actively Listen

Active listening shows others that you value what they have to say.

Active listening helps to....

**Appreciate  
Others' Opinions**

**Create a Culture  
of Respect**

**Recognize Others'  
Perspectives**

**Foster Strong  
Relationships**

# Choose Your Words Wisely

- **Choose Kind Words**  
Choose words that are respectful, uplifting, and positive
- **Use Direct Talk**  
Avoid passive-aggressive habits and tell the other person your point directly
- **Thoughtfully Correct Others**  
Assume the other person had good intent when they misunderstood or miscommunicated



# Keep An Open Mind

1

Ask more questions, make fewer assumptions

2

Seek to understand the other person with sincerity

3

Anticipate good intentions from others before each interaction

# Need a Hand?

Know when to ask for help and when to offer it. Doing so will build trust and create synergy between teams and individuals.



You have completed the second module, Building Mindfulness, of the Building Dignity in the Workplace series.

Thank you for taking an interest in learning more about how you can play a part in making Macomb County a more dignified place to work!

