



Building Positivity

June 2021

BUILDING DIGNITY IN THE WORKPLACE

“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 Positivity

As the majority of our day is spent during work hours, it helps to know that there is a positive environment awaiting us daily. Remember, it starts with YOU.

A positive work environment can greatly increase performance and morale. You can actively help create this through your words, actions and mentality by:

- Promoting positive messaging
- Showing appreciation
- Smiling (it's as simple as that!)



Positive Messaging

- Use words that are uplifting, kind, and respectful

Studies have shown that positive messaging, when compared to negative or neutral messaging, is more impactful in communications. It helps when providing feedback, having difficult conversations, or getting to know your coworkers.

*Keep your thoughts positive
because your thoughts become
your words.*

*Keep your words positive
because your words become
your behavior.*

- Mahatma Ghandi

Celebrate Success

- Recognize a job well done

Share in other's success by recognizing their accomplishments both in group settings and in private. Be sure to be specific about what they have done well. Do you have new hires in your office? Boost their morale by letting them know they're doing a great job!

Appreciating your coworkers is a great way to promote positivity in the workplace. Start by thanking someone once per day. You never know, it just might change their day.





Appreciate the Little Wins

- Don't just recognize the big milestones...

Take time to appreciate the smaller victories and let others know that you've taken notice. And don't forget about those who work behind the scenes!



Smile!

Smiling is contagious and reminds your coworkers, and those around you to smile, too.

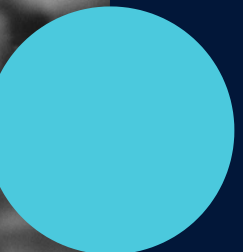
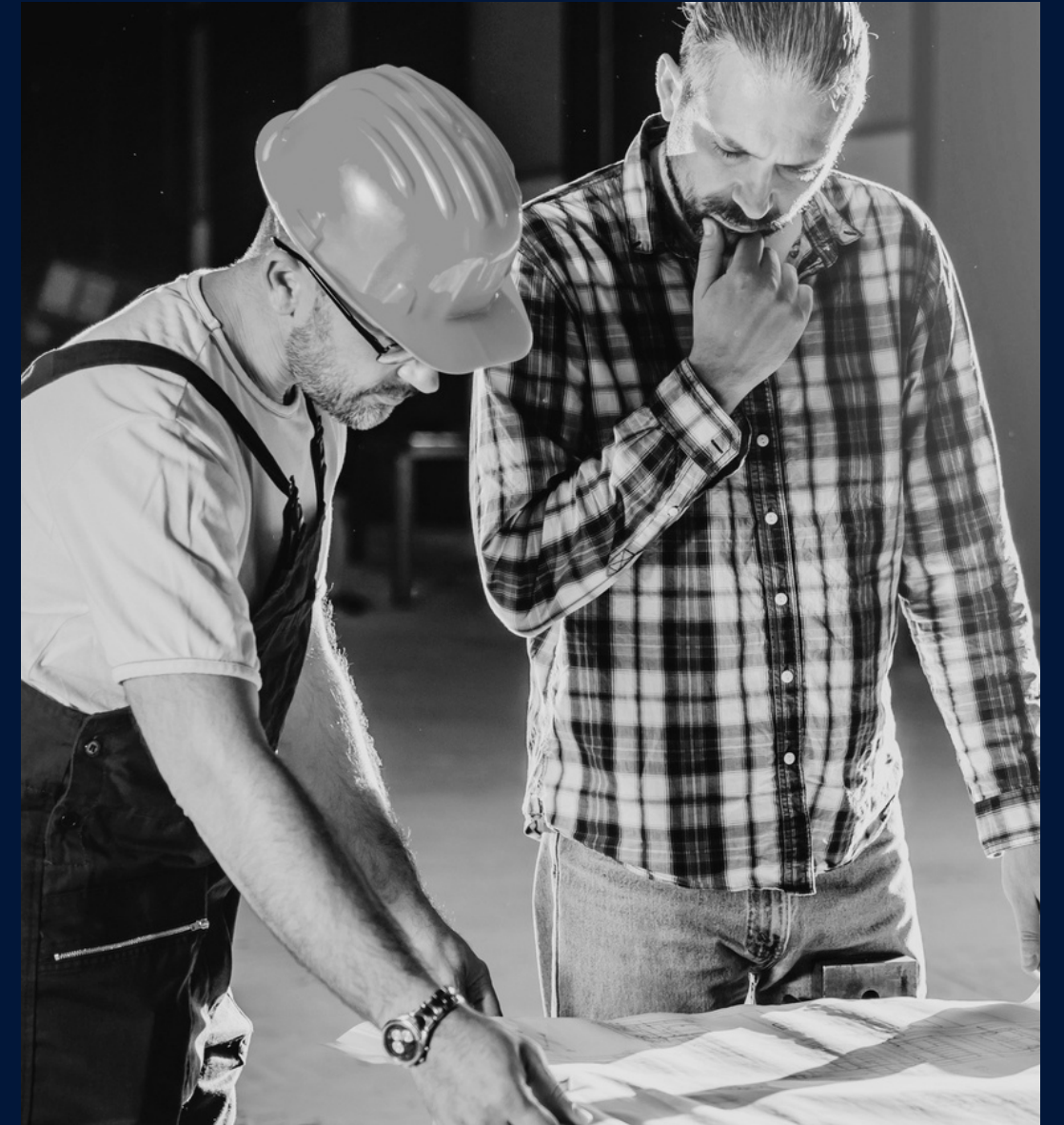
Don't feel like smiling today? Studies have shown that, even when you don't feel like it, smiling tricks your brain into feeling happier!

Know Your Mission

Understanding why you're doing what you're doing helps to spread a positive perspective.

What do you think of when you think of your "mission"? A mission for yourself? A mission for your relationships? Or a mission for your work?

When you have a clear vision of your mission and what you'd like to accomplish, your positivity will be fueled by confidence and drive to accomplish your goals. Give it a try!



You have completed the third module, Building Positivity, 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!

