

# Workplace Kindness

*Words you say can be forgiven but not forgotten*

Be sure to  
taste your  
words before  
you spit  
them out.

# 13 Ways to Show Kindness

1. Help coworkers
  - Collaborate to reach goals
  - Recognize when others could use your assistance
2. Smile
  - Smiling invites openness and collaboration
3. Recognize coworkers
  - Acknowledge accomplishments in front of the team, to their manager, or on BeRecognized
4. Say “Thank You”
  - This simple act shows that you value others

# 13 Ways to Show Kindness

5. Random acts of kindness
  - Bring in food, buy donuts or lunch
6. Have meaningful conversations
  - Get to know coworkers
  - Talk about things other than work
7. Give positive feedback
  - Let people know when their work benefited you or your team
8. Listen
  - Listening improves communication and understanding
  - Avoid “listen to reply” – instead, *listen to understand*

# 13 Ways to Show Kindness

9. Organize a team activity
  - Explore opportunities for teambuilding to promote well-being in the workplace
10. Make time for coworkers
  - If you are busy, set up a time to meet when you can focus on the conversation
11. Be considerate
  - Account for others' feelings or experiences before taking action
  - Be respectful by arriving on time, meeting deadlines, and doing your share
12. Recognize the strengths of others
  - Every team member brings something to the table that is beneficial

# 13 Ways to Show Kindness

13. Be aware of your words and tone
- Email and text often lead to miscommunication
  - Take time to write a message that is positive and leaves no room for confusion
  - Clarify your message by talking to each other
  - Always THINK before you speak (or communicate in any way)



# And, Finally...

- ▶ Kindness fosters productive and professional relationships in the workplace
- ▶ A positive attitude and goodwill toward coworkers goes a long way

*Words you say can be forgiven but not forgotten*

Click on the button below to take the quiz for this session.

**QUIZ**