

Fostering a Healthy Workplace Culture

Upcoming Online Seminars

12/1/22 – Self-care strategies for emotional wellbeing

1/1/23 – Change is constant

2/1/23 – Challenging negative thoughts

To watch these online seminars, log in to your program's web or mobile platform and click on the 'Monthly Feature' tile or use the 'What's on Your Mind?' search tool.

A healthy, positive work environment provides the foundation for productivity and creativity. When employees feel valued, they're more likely to produce a higher quality and quantity of work.

Workplaces where individuals are treated as family, encouraged to reach their goals and given autonomy are often more successful in achieving their missions and retaining employees. Read on for tips on building a healthy workplace culture.

Lead vs manage. Leadership plays an active role in developing and guiding a company's culture. Leaders must all share the philosophy that they are to empower their team members at each level. Rather than micromanaging employees, try giving them autonomy when it comes to making decisions in their field. A culture of empowerment is a key factor for employees making good decisions daily, which helps them feel like their work has made an impact.

Be a servant leader. The servant leader is humble, puts the needs of others first and helps people reach their potential. Managers should make sure that their teams have the resources and leadership they need to see results and growth.

Hire for attitude and cultural fit. Applicants need to share the same values as the company. Hiring managers and HR teams are responsible for protecting company cultures. It takes less time to find a good fit for your company than it does to repair the culture if you don't. Furthermore, when you hire employees who support the broader mission and are good team players, this can help boost the productivity of the overall team.

Create a roadmap and communicate it companywide. Helping your employees achieve goals that align with your company and its culture is more likely to lead to a happier workforce and overall company success. First, you must make sure that the goals and wins are well-defined and communicated broadly

throughout the company. Consistent messaging is important while planning and communication will help ensure everyone is on the same page.

Celebrate success. Celebrate success together as a team. Recognition and commendation are always important for keeping everyone engaged and excited about the workplace. Celebrating successes along the way and rewarding everyone's hard work can help build morale and reduce fatigue. Celebrations are meant to help bond a team together and reinforce collaborative company culture.

Acknowledge failure. Failure is part of growth and innovation. You can only learn to grow by making mistakes and failing. This allows you to understand what you need to improve. Recognizing failures helps employees to engage, take risks and get excited about the mission.

Good leaders take an active role in supporting their team. Following some of these tenants can help you lead your team

The Holiday Toolkit

Extra events on the calendar and items to check off your To Do list can make the holidays seem more about stress than celebrations.

For resources, tools and tips to help you relax and enjoy the holidays, visit eaptoolkit.com/holiday today.

Productivity During the Holidays

The holidays are often packed with festivities, preparations and exciting travel plans. While this is part of what makes the season fun, it can be difficult to stay focused on work during this time. One aspect of successful leadership is staying on track in the face of distractions. Use some of these tips to boost productivity during the holidays.

- **Start with the most important tasks.** Accepting that you may not be able to get everything done due to time off, travel and events is the first step in prioritizing projects. What is urgent and important versus what can wait? When you finish the essential tasks first, this will let you relax more as the day or week continues.
- **Get organized.** Making lists, color-coordinating your calendar and organizing your workspace are just a few ways to stay organized. This will help you focus on what needs to get done each day and to work around holiday plans.
- **Take breaks.** It can be tempting to work through the day to finish a project, but your mind and body need to recharge to function at their best. Taking breaks actually increases your productivity and allows you to avoid burnout.
- **Work ahead.** Have a trip coming up or big holiday plans? If you know you may not be able to work on certain days, try getting tasks done in advance. Prioritize a block of time each day to work on the projects you need to complete before your holiday plans. Completing stressful tasks before the holidays are in full swing can alleviate a last-minute, stressful scramble.
- **Reward yourself for reaching goals.** Finally, don't forget to relax and enjoy the fun activities the holidays offer. While it's important to stay productive at work, the holidays are about spending quality time with loved ones and taking time for yourself too. After lots of hard work, reward yourself with your favorite holiday snack, a dinner with a friend or another of your favorite holiday pastimes.

While it might feel like a difficult task, it's possible to enjoy the holidays and stay productive. By maintaining a healthy work-life balance during this busy season, you can avoid holiday burnout and enjoy some well-earned relaxation.