

Creating an Effective Work Environment

COMPANY LOGO

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Creating an Effective Work Environment

30 minutes

Description/Rationale:

Leaders who build meaningful relationships with others and create a healthy work environment are more effective than those who don't.

Objectives:

By the end of this session, you will be able to...

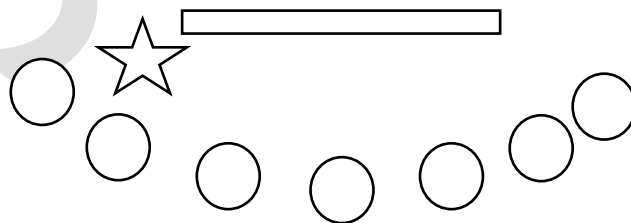
- Describe an effective work environment.
- Understand the strategic importance of a leader's ability to build relationships and create an effective work environment.
- Identify examples of how relationships drive results.

Materials Needed:

Equipment: Sticky Notes, Pens, Whiteboard or Flip Chart, Participant's Guide, Sticky Tack or Transparent Tape, Dry Erase Markers
Optional: Print 7 Element titles in large letters to post ahead of time

Room Set Up:

- Enough chairs for all participants in a semi-circle facing the trainer. Provide a clipboard or writing surface if needed.



Exercise: Introduction & Elements of a Positive Work Environment Activity

Time: 10 min

Materials Needed: Sticky Notes, Pens or Pencils, Dry Erase Markers/Board

Trainer talking points, actions:

Welcome to our training session on building an effective work environment! We will talk about what an effective work environment is, how a leader creates an effective work environment, and how relationships drive results.

Obviously, we will not be able to talk about every aspect of an effective work environment in the time that we have. However, today we will focus on the topics most relevant to COMPANY.

Activity: Reflect on the most important elements of a work environment. On your sticky note, write using one word or concept per sticky note, what you think are some elements of an effective work environment. I will give you 3 minutes to generate as many as you can. (*Set 3-minute timer*).

Write the 7 Elements of a Positive Work Environment plus an "other" category on the board in chart form. Hide the category titles. Reveal each category then have participants come to the board and put the sticky notes under the appropriate category.

So, what you told me is similar to page 3 of your packet.

Robert Half wrote an article sharing *7 Elements of a Positive Work Environment*

<https://www.roberthalf.com/blog/management-tips/7-elements-of-a-highly-creative-work-environment>

1. Celebrate people and their work – recognition
2. Reflects employee's interests
3. Encourages collaboration
4. Respects communication
5. Sets a tone of risk taking
6. Fosters innovation
7. Promotes learning and teaching

ASK: Which of these elements resonates the most with you?

Transition Question: What is the leader's role in creating an effective work environment?

Effective Leadership Definition: Giving direction and goal setting with the members of your team while directing them to construct these 7 elements.

SAY/Transition: We've just described an effective work environment. One of the most important jobs of any leader is to build these 7 elements through his/her leadership. A leader can do that in many ways. We are going to focus on how to do it through relationship building.

Exercise: Connecting a Leader's Ability to Build Relationships and Creating an Effective Work Environment.

Time: 8 min

Materials Needed: Participant's Guide

Trainer talking points, actions:

Ask: How can leaders build relationships within their role at COMPANY?

Think of these *5 Factors in Professional Relationships* described by Danielle Richards.

1. Trust
2. Communication
3. Mutual Respect
4. Welcome Diversity
5. Mindfulness

Activity: On page 4 of your participant's packet you will see three columns. In the first column, we have the *7 Elements of a Positive Work Environment*. In the second column, we have the *5 Relationship Building Factors*.

Your task is to fill in the two empty blocks on the right with examples of connections between the 7 elements and 5 factors. Include experiences from your work at COMPANY in your connections.

Transition: Now we need to understand why relationships are strategically important for COMPANY. The reason that we need to build relationships is to drive the bottom line.

Exercise: Identify Examples of How Relationships Drive Results.

Time: 5 min

Materials Needed: Participant's Guide

Ask:

1. Think for a minute of the bottom-line benefits for businesses whose leaders build relationships with employees.
2. Describe how one of the connections that you made or the examples that you gave on your chart has affected the bottom line at COMPANY?

Activity: On page 5 you have some blanks, write down 5-7 ways that relationships drive financial results for COMPANY.

A 2012 Gallup poll found that relationships that foster employee engagement drive results in many areas. We will discuss just a few.

Optional: Write on whiteboard or flip chart.

Benefits:

1. Financial performance
2. Innovation
3. Higher customer ratings
4. Higher productivity
5. Lower absenteeism

Say: Think about these 5 areas.

Ask: What is a real-life situation where a leader at COMPANY built an effective work environment through one or more of the *5 Relationship Factors*? Then write how this reflected one of the bottom-line benefits.

Exercise: Conclusion and Wrap-Up

Time: 5 min

Materials Needed: Participant's Guide, Evaluation Form

Trainer talking points, actions:

Okay, so today we discussed

1. The building blocks of an effective work environment using Robert Half's *7 Elements of a Positive Work Environment*.
2. The strategic importance of a leader's ability to build an effective work environment using Danielle Richard's *5 Factors of Building Relationships*.
3. Lastly, we discussed five bottom line results of building employee relationships based on Gallup Poll findings.

Finally, I am handing out evaluation sheets. I would like you all to take a minute to write down what you will take back to work and implement from this session. Thanks again everyone for your participation in this session. I've really enjoyed learning with you today. Thank you!

Works Cited

Half, Robert. "7 Elements of a Highly Creative Work Environment." *Roberthalf.com*, 20 Mar 2017, <https://www.roberthalf.com/blog/management-tips/7-elements-of-a-highly-creative-work-environment>. Accessed 19 March 2019.

Richards, Danielle. "The Five Most Important Factors in Professional Relationships (According to Modern Thought Leaders)." *Blog.mavenlink.com*, 15 Feb. 2017, <https://blog.mavenlink.com/the-five-most-important-factors-in-professional-relationships-according-to-modern-thought-leaders>. Accessed 26 March 2019.

Sorenson, Susan. "How Employee Engagement Drives Growth." *Gallup.com*, 20 June 2013, <https://www.gallup.com/workplace/236927/employee-engagement-drives-growth.aspx>. Accessed 16 March 2019.

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