Creating an Effective Work Environment

COMPANY LOGO

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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…

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

Elements of an Effective Work Environment

On the sticky note on your table, write what you think are elements of an effective work environment.

Use one word or concept per sticky note.

Write as many as you can in the time given.

Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.

-Paul J. Meyer

Employees who report receiving recognition and praise within the last seven days show increased productivity, get higher scores from customers, and have better safety records. They're just more engaged at work.

-Tom Rath

Robert Half's *"7 Elements of a Positive Work Environment"*

1. Celebrate people and their work – recognition

2. Reflects employees' interests

3. Encourages collaboration

4. Respects communication

5. Sets a tone of risk-taking

6. Fosters innovation

7. Promotes learning and teaching

Danielle Richards' *"5 Factors in Professional Relationships"*

1. Trust

2. Communication

3. Mutual Respect

4. Welcome Diversity

5. Mindfulness

Fill in the two empty blocks on the right with examples of **connections** between the 7 Elements and 5 Factors. Include **experiences** from COMPANY.

Celebrate people and their work	Mindfulness	
Reflects employee's interests	Communication	
Encourages collaboration		
Respects communication	Trust	
Sets a tone of risk taking	Mutual respect	
Fosters innovation		
Promotes learning and teaching	Welcome diversity	

Relationships Drive Results

Think for a minute of the bottom-line benefits for businesses whose leaders build relationships with employees.

Describe how one of the examples that you gave on your connections chart has affected the bottom line at COMPANY?

_____

_____

_____

What are some of the ways that relationships drive results?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Think about the examples of how relationships drive results.

What is a real-life situation where a leader at COMPANY built an effective work environment through one or more of the 5 relationship pillars?

_____

_____

_____

_____

Then write how this reflected one of the bottom-line benefits.

_____

_____

_____

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Additional Notes

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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.

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