

Mental Fitness Practices Checklist:

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- Create a newsletter or bulletin that has pictures of employees and fun facts about them under their names. A new employee meets dozens of people within the first few days of work, and it can be hard to remember everyone.
- Schedule time to build relationships. This could mean planning a monthly luncheon or an activity outside of work. Encourage employees to take part in these activities, and to get to know each other on a personal level.
- Encourage a gossip-free environment. During team meetings, remind everyone of the importance of speaking positively about one another. If there are issues to be addressed, encourage team members to speak directly with each other individually in a kind and constructive manner.
- Practice active listening. When colleagues know you are truly listening, it helps them to feel valued and shows that you care about what is being said. This can help build positive working relationships based on mutual respect and trust.
- Adopt an open door policy throughout the workplace to encourage employee interaction. Such policies help employees to feel comfortable with one another, to ask questions, and to share expertise and feedback.
- Once or twice a quarter, place all employees' names into a basket and have each person choose a name. Direct employees to share acts of encouragement throughout the week with their chosen colleague. Employees can be creative with how they decide to go about this. Ideas might include:
 - Bring in a coffee or favorite drink
 - Go out for lunch together
 - Write an encouraging email or note

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- Celebrate together! Too often we forget to value everyday victories and accomplishments. When someone finishes an important project or changes positions within the organization, include the whole team in a celebration. This celebration could be as simple as bringing in coffee for everyone.
- Have a monthly potluck party. Ask each employee to bring his or her favorite dish and share a meal together. This gives each employee a chance to chat, share stories and bond over a meal.
- Ask teams to consider undertaking a project to help better the community. Get everyone's input and work together to come up with a plan. Practicing generosity will help employees feel that they are contributing to something bigger than themselves. Sample community projects may include:
 - Having a car wash to raise money for the SPCA
 - Collecting food for the local food bank
- Buy a trophy or other token that represents a job well done. Explain to each employee that this trophy will be awarded each week. Whoever receives the trophy first will be in charge of awarding it at the end of the week to another employee who is performing well. This ongoing activity provides opportunities for employees to encourage one another.
- Create a *Welcome Committee* to oversee the arrival of new employees. Tasks may include touching base with new team members to see how they are adjusting, eating lunch with them, giving them a tour of the organization and introducing them to their new co-workers.
- Encourage employees to sit in different seats during team meetings. This will help employees to get to know all of their colleagues, and to build a sense of community within the workplace.