

Gatto Associates, LLC



Ten Tips for a Psychologically Healthy Workplace

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Tip #1 – Workplace Enhancements

A psychologically healthy workplace fosters employee health and well being while enhancing employee performance and productivity.

- 1) Ensure that employees are asked for their opinions and involved in decisions that affect them.
- 2) Continually provide developmental training.
- 3) Continually give performance feedback.
- 4) Provide fair and equitable salary and benefits.
- 5) Provide educational programs addressing workplace stress.

Tip #2 – Effective Meetings

Meetings are not an alternative to work, but shared time with others to authentically discuss ideas and values.

- 1) Get a pre-agenda out at least a day ahead and identify the

purpose for the meeting and what is to be accomplished.

2) Let people come and go from the meeting, do not hold people captive.

3) Let everyone know the time in and out; outline decisions, action to be taken, time frame and people involved.

4) To conclude your meetings ask what do we all agree on and what follow up action each will take.

A positive thought - I can make a difference in meetings by presenting insightful ideas. Suggestion, stop having meetings on Friday and just get your work done for the week.

Tip #3 –Leadership Development

Do you have leaders or managers at your workplace? A manager's focus is on the past to the present while a leader's focus on the present to the future.

1) Clearly define and communicate goals.

2) Establish actions to successfully achieve results for followers and give them credit through recognition.

3) Be flexible and assess changing business needs.

4) Create a leadership environment that is open and encourages differing viewpoint, listen and show concern for people.

Leaders ask questions, solicit input and mentor people.

A positive thought - I can make in difference in people's lives by leading.

Tip #4 – Effective Communication

It's not what you say but how you say it that gets results.

1) Identify the right: goal, problem, or issues and ask the right questions.

2) Present general information before giving specific information this will help to clarify your message.

3) Identify the level of understanding of the listeners.

4) To inform - show people the facts.

5) To Influence - make eye contact and present your point of view.

6) Create a plan of action to follow up action on what you stated.

A positive thought - Listen, empathize, clarify and respectfully

respond to create a better workplace.

Tip #5 – Work Life Balance

We all juggle 3 balls in work life balance: work, family and self.

Are you dropping any balls? How can you keep all your balls in the air?

- 1) Identify what you want to accomplish - set clear, realistic goals
- 2) Stay focused on priorities.
- 3) Identify what needs to be done first.
- 4) Collaborate with others, you can do more by sharing your ideas and taking the right action.
- 5) Listen and understand to clarify actions to be taken.

At the end of the day create an “I did” list of daily accomplishments that you provided. Remember time is a partner in my life not the enemy.

Tip #6 – Dealing with Stress

We all have stress in our life, the question is what causes it?

- 1) Identify the causes of your stress (time, family, money, conflicts, too many demands and workload.
- 2) Identify the signs of your stress: feeling anxious, overwhelmed or angry
- 3) Learn about tension discharge rate, ways to lessening your stress; examples keep a journal, exercise, read, or listen to music
- 4) Set realistic priorities.
- 5) Take fifteen minutes of uninterrupted time to relax in the morning and afternoon.

Remember you can control stress by positive thoughts about yourself and others.

Tip #7 – Giving Employees Feedback

We all give people feedback but how do you do it so people will listen and follow up?

If I could change a word in the English language it would be

feedback, I'd like to change it to feed forward. The purpose of giving anyone feedback is to have them take action in the future.

1) Create an environment that is receptive to an open exchange of information, up and down. Employees should be able to give managers and executives feedback as well as executives giving employees feedback.

2) Feedback needs to be given and received as a learning and developmental process, not as punitive: the only time I hear anything from my boss is when something goes wrong.

3) Establish ground rules for giving feedback so the process is consistent from department to department

4) Ensure that the feedback relates to the goals the person is working to achieve.

Tip #8 Motivating Employees

What causes a person to be motivated?

People ask me all the time what motivates employees and I say if you want to know what motivates people ask them directly.

1) Listen to what employees need and how they feel about the job, and only then appropriately respond

2) Encourage people to do their best and recognize what they accomplish

3) Ensure that people have challenging jobs that promote satisfaction between them and the work they do; remember this equation: Performance equals Ability times Effort or motivation.

4) Treat employees like valued adults.

Tip #9 Mentoring

What is your organization doing to mentor the next generation of employees?

Mentoring is the experienced person supporting and guiding the less experienced person to a better understanding of the workplace and life balance.

1) To effectively mentor, don't tell, but instead, listen, ask questions and guide mentees to a wider appreciation of the workplace, share experiences and discuss the mentee's career aspirations.

2) Mentoring will help your organization build the social infrastructure and develop the next generation of employees

creating a succession plan.

3) The objective is to create a mentoring process to retain the right people in your organization.

4) Remember you can promote success through positive thoughts about yourself and others.

Tip #10 The Psychologically Healthy Workplace

Over the past six years we have been giving awards to organization that help employees have a work life balance, support employee development through training and education and help employees develop their careers.

1) These organizations help the employees through mentoring and giving them opportunities to demonstrate ability and worth. Does your organization develop its employees?

2) We are asking you to go to our website papsy.org and complete a Psychologically Healthy Workplace application. Being recognized through the PHWA is a way to tell the outside world you care about your employees.

3) Examples of what psychologically healthy workplaces provide: child and elder care, support employees through flexible works schedules, and demonstrate employee care and sensitivity.

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