Mental Fitness Practices Checklist:
Relationship Asset Practices

☐ Keep a basket in your office. Whenever something significant is going on with a team member, get your team to fill the basket with little gifts and encouraging notes. Send the basket when there is an identified need or when team members experience an important accomplishment. This activity will let team members know that their co-workers support them and acknowledge their successes.

☐ Make it a tradition to hold mini-celebrations for team members. Celebrating with someone who is getting married, having a baby or marking an anniversary shows colleagues that team members care! These little acts communicate to team members that they are valued members of the work community.

☐ Prior to beginning work routines, or during break or lunch periods, take time to walk and touch base with others. This may involve simply saying hello, or doing check-ins to see how people are doing or progressing on their work activities. Such actions have the ability to help foster and build positive workplace relationships.

☐ Provide training to team members on ways to understand and support colleagues or family members with mental health concerns. Such training should touch on themes related to mental health literacy, de-stigmatization and recognizing signs related to mental health concerns

☐ When you notice changes in co-workers' moods or affect, make an effort to check in individually with them. This may involve simply asking them how their day is going or how they are feeling. It may also involve communicating to them that you are available to chat or to be a listening ear.

☐ When employees are on leave, send them a greeting or friendship card signed by all team members. In this card, provide positive updates about the team and workplace activities.

Relationship Asset Practices

- ☐ Invite human resources or employee assistance personnel to provide an information session for team members on existing support services and how they are accessed. In this session, explain how team members might help others access such services when needed. <http://www.appreciationatwork.com>

- ☐ Encourage team members to take proactive actions to maintain workplace relationships. This may include being patient, empathetic, and willing to forgive others and be forgiven.

- ☐ Speaking to others individually when tension or stress has been felt in conversations or interactions is a proactive approach to sustaining positive relationships.

- ☐ Encourage an "open door policy" where employees can feel comfortable asking for feedback, or for reaching out to others for support and encouragement as needed. Such policies may be particularly important for managers or team leads.

- ☐ Foster a work environment that embraces and practices empathy. Add a brief discussion on empathy to your team meeting agenda, and promote a working culture that seeks to hear and understand others, especially during difficult or challenging circumstances.

- ☐ First days can be overwhelming for new team members. Ensure that leaders and team members meet new employees or staff members upon arrival. As part of orientation activities, provide them with information about essential workplace routines, and introduce them to their new colleagues. Assigning a support person for new team members may be helpful for supporting their transition to the workplace team.

- ☐ Learn about the cultural backgrounds, lives and interests of employees outside of the workplace. Building relationships through increased understanding and trust helps to foster inclusion.