

# A Simple Approach to Creating a Thriving Workplace

*As a leader, focus on two priorities:*

- 1) taking personal action to create a Thriving Workplace*
- 2) helping your group create and implement its own action plan*



## CREATE A THRIVING WORKPLACE

Work on one new behavior — a personal action item — to help create a Thriving Workplace, an engaging and inclusive environment.



## HELP YOUR GROUP CREATE AND IMPLEMENT ITS ACTION PLAN

Meet to discuss the survey results and help your group answer three questions:

- 1** What issue is preventing our group from achieving its goals?  
This could be a tactical or operational challenge or it could be directly related to the group's engagement and inclusivity.
- 2** Which Thriving Workplace survey questions are most relevant to our chosen issue?  
Select **1** engagement item that drives inclusivity at UMD (Q3, Q5, Q7, or Q8) and **1** additional engagement item (if desired).
- 3** What is one thing the group can do to address questions 1 and 2?
  - A group that can meet for only 15 to 30 minutes could briefly discuss the three questions to develop its one action item.
  - A group that has more time could brainstorm barriers and action items. The group should make sure the action item is verifiable (a filmable behavior, a conversation or event, or a deliverable). They could work as one group to select an action item, or could split into two subgroups to select two actions and then vote on the best action item.
  - The group has the freedom and flexibility to choose the type of action planning process that makes the most sense to them.
  - The group should document the action item. Making it visible for group members to see regularly is also useful.



## REVIEW AND RECALIBRATE

On a monthly basis during regular group meetings, take 10 minutes to:

**1** Review the documented action item.

**2** Ask the group two questions:

- “Did we do what we said we were going to do?”
- “Did it make any difference?”

Based on discussion, decide whether to continue to implement the action item, modify it or develop a new one. The group should always be working to implement an action item. After modifying an item, the group should continue to focus on the updated item. After completing an action item, the group should focus on a new one.

At any time during the year, you should be able to answer two questions:

“What 1 new behavior am I personally working on to create a thriving workplace for my group?”

“What **1** action item is my group currently implementing?”

“*Only* one thing,  
but *always* one thing,  
for me  
and for my group.”