



THRIVING WORKPLACE

THRIVING 201: Advanced Tiny Pivots for a Thriving Workplace

Your Tiny Pivots have become habits, stored in your “muscle memory”—it’s time to advance your efforts! **Advanced Tiny Pivots** offers more challenging practices you can use to shape your workplace culture for the better.

Ask for an opinion. Schedule regular times to talk with employees to specifically ask for their opinions. Pulling in unique views and skillsets can be a win-win for any project.

Stick your neck out. Sometimes we witness a co-worker struggling—maybe they aren’t feeling heard in a meeting or aren’t getting credit for work on a project. Don’t be afraid to speak up, just do it in a positive way. Encourage them to elaborate on an idea that might have gotten lost in the conversation. Offer a shout out over email or at a meeting.

Check your attitude. What you say is only part of an interaction; *how* you say it is just as important. Attitude also comes across through body language. Avoid crossing your arms. Avoid aggressive tones. And, if you’re feeling at all angry or upset, do not use email to convey your message.

Recognize someone’s good work every day. Yes, this was in Tiny Pivots 101, but it bears repeating. Embrace what each colleague brings to work each day, whether it’s an unflappable demeanor, creativity, or an ability to fix any jam in the copier. This helps colleagues gain confidence in their individual talents and strengths.

Build lateral trust. Treat your staff and faculty like partners by sharing information about the division or unit that you wouldn’t typically think to share.

Respond to your e-mails. This goes beyond addressing concerns (you already know those should be handled immediately). This is in reference to the day-to-day stuff. A timely response sends an important message to the recipient that they are important. It’s easy to get busy, but one way to show your co-workers that their work and opinions matter is simply by recognizing it with a response – even if the response is as simple as “Got your message. I’ll send a more thorough reply shortly.”

Treat people the way THEY want to be treated. Social tendencies that might be acceptable to you—colorful language or jokes, for instance—might not be acceptable to your co-workers. Be respectful and practice consideration.

Get involved. Attend workshop sessions or join your diversity and inclusion committee. Consider being a mentor.

Go beyond “I don’t know”. Tiny Pivots 101 encouraged you not to be afraid to admit “I don’t know.” Take it a step further by adding, “I can find out,” “Let’s investigate together,” or “Can you help me understand?” Knowledge is power.

Build a better mousetrap. Ask for input on new ways of doing things. Listen intently and work to implement one new idea from your colleagues each semester.