

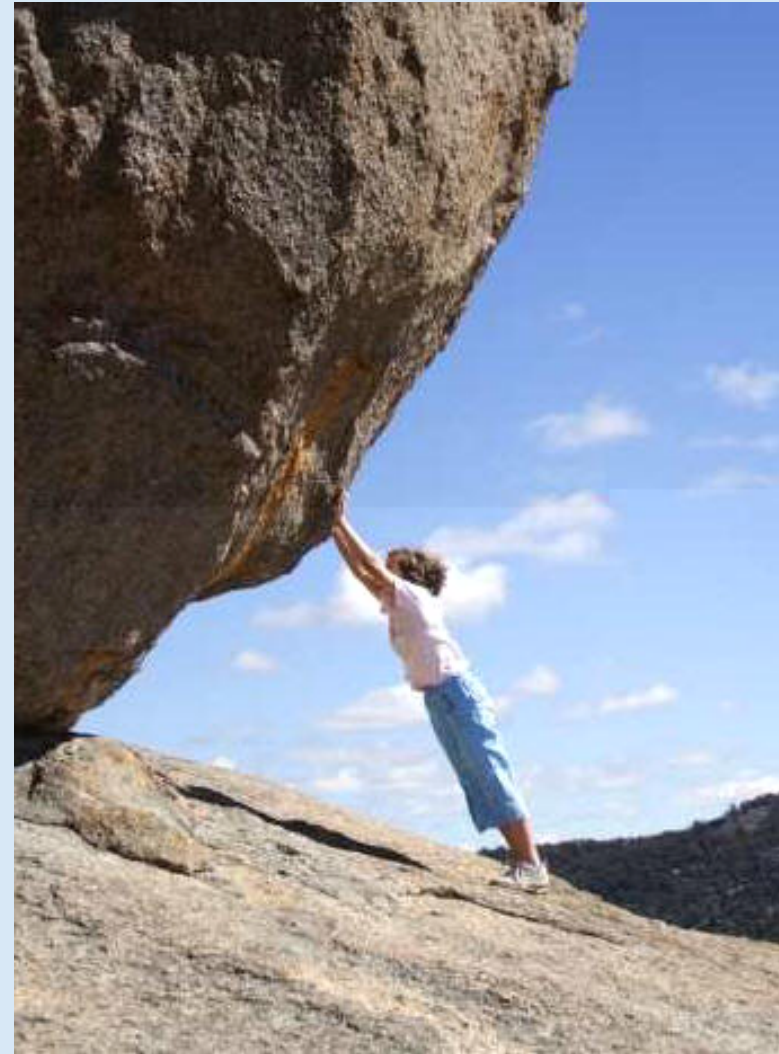


Ways To Make The Workplace A Happy Environment

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This applies to everyone.
Students, staff, teachers, administration and
anyone who invests their time and energy
for the school.

Why is it necessary?

Are we in our comfort zone?

What do we need to do to make the program successful?

Does it start with us or others?

And Ways to Say Yes



Rather than saying no, work around by compromising, for example:

- Needing time off for personal needs.
- Wanting to show support at school related events during work.
- Going to an event but already on a restriction.

Do find out WHY it is important to the person making a request.

Don't immediately dismiss the request. Talk and find a way to win-win.

Know Their Story



- Do listen, pick up on keywords that you will remember for next time. Check in from time to time.
- Make time to chat.
- Prove support for their personal and professional growth.
- Delegate tasks that suits their interests and passion. You'll be surprised what comes out.

A close-up photograph of a small, round chocolate truffle with a textured surface, held delicately between the tips of two fingers. The background is dark and out of focus.

Small things go a long way...

- Take your staff out for lunch. Show appreciation. Connect.
- Ask staff what their favorite drink or candy/snack. Surprise them just because.
- After having a professional development day or a retreat, be sure to have fun afterwards together as a group.
- Anything they are concerned about and may not seem important to you, stop and listen regardless how busy our day is. Advise. Support.
- Visit often. Say hi, check in with students, check in with staff. Be visible. Things happen when you stay in office too long. The more you are visible the less incidents you will have.

Professional Growth or There For The Money?

Everyone has an agenda
Delegate, oversee and support
Encourage professional growth
Address small incidents that could be prevented than to dismiss as part of their personality.
If there for the money, that's OK!



Volunteering Perspective

Suppose the entire workplace is volunteer only.

- What do they find interesting and compelling about work?
- What about your leadership that brings them back to work everyday?

Start with good people, lay out the rules, communicate with your employees, motivate them and reward them. If you do all those things effectively, you can't miss.

Lee Iacocca

QuotePixel.com

Positivity & Positive Approach

- Smile everyday.
- Greet everyone.
- Be open to suggestions.
- Have a sense of humor.
- When there is a situation and they ask for your
their first thought, what would they do?
 - Support them by either agreeing if it is the right way and/or
 - Provide strategies for them to approach the situation.
 - Be firm, be supportive, be present.

"THE SECRET OF
CHANGE IS TO FOCUS
ALL OF YOUR ENERGY,
NOT ON FIGHTING THE
OLD, BUT ON BUILDING
THE NEW."

— SOCRATES

When employees tell you about their good ideas for the business, don't limit your response to asking questions, taking notes and following up. If you can, ask those people to lead their projects and take responsibility for them. From those experiences, they will then have built the confidence to take on more and you can take a further step back.

Richard Branson

Fact File/Compliments & Feedback

Evaluators

- What's g
- What is r
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need fro

Great managers frequently talk with employees about their responsibilities and progress. They don't save those critical conversations for once-a-year performance reviews.

43% of highly engaged employees get feedback at least once a week



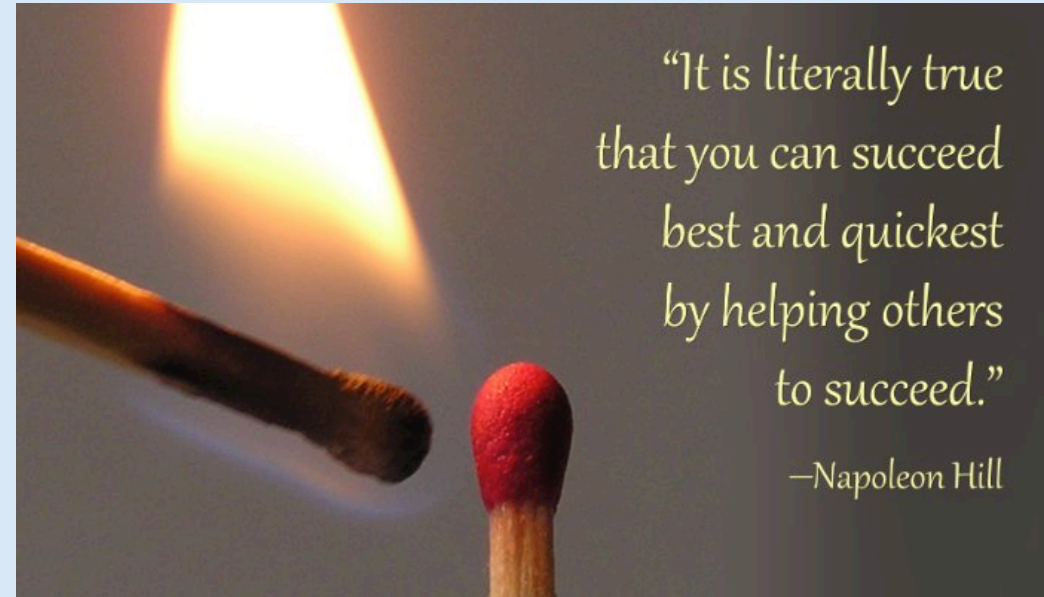
well?
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Learn From The Pros

Be inspiring. Talk positive about your workplace. Don't complain.

Address tough questions and mention positive outcomes.

Learn who knows the ropes and those who have certain critical skills: shadow them, study them and develop your own skills for success.



*“It is literally true
that you can succeed
best and quickest
by helping others
to succeed.”*

—Napoleon Hill

Assessment for Improvement

You are in danger of losing a key team member, talk with the person and find out the answers to these questions:

- Why would this person want to leave your department or program?
- If this person were going to give you one piece of advice about keeping people like him/her, what would it be?
- Same or better at new job: Social/professional network, compensation, development options?



Minutes & Ladders

One's professional growth are often outdated due to trends changing often.



- What are the “must have” assignments for each person’s internal resume?
- What would be the most important investment in your plan?
- Find out what jobs, roles and experiences are the “must haves” to accomplish your career goals.
- Pretend it is your financial portfolio where you plan to put your money, save for retirement, save for vacations, etc. Only it is your Career portfolio for where you want to be in your career.
- How will you reach your goals? Research, ask around, find your role models. Talk to your role models.

My Inspirations & Credits to...



The Learning Café, www.thelearningcafe.net

Gallaudet University

Fact Files, Indiana School for the Deaf

California School for the Deaf

Model Secondary School for the Deaf



<http://clerccenter.gallaudet.edu>

