Group 1

Ideas to let co-workers know and feel they are values:

1. Simple; we tell and show them. Example: I appreciate you!
2. Shout outs!
3. Thank you-cards for accomplishments.
4. Awards, big and small.
5. Recognition in group meetings.
6. Fairness when distributing work.
7. A little transparency goes a long way.
8. Having each other's back.
9. Helping with development and achieving goals through details and acting assignments.
10. Feedback, both positive and constructive. Feedback shows your work matters.
11. Vacation to Hawaii.
12. Encouraging collaboration within the team and promoting team pride.
13. 1-1 open expression conversations.
14. Celebratory potluck/lunch.

Group 2

1. Compliment
2. Encourage
3. Acknowledge
4. Support
5. Listen-actively
6. Focus on strengths to build confidence
7. Show courtesy & respect
8. Make personal connections
9. Build relationships
10. Remember personal details
11. Admit our mistakes
12. Create environment to allow mistakes (learning opportunities)
13. Be clear with requests
14. Do not interrupt, let them get their thoughts out
15. Be open
16. Gain trust
17. Monitor your own body language
18. Pay attention to what they have to say
19. allow time to focus on what they are saying, do not rush
20. positive attitude
21. polite/tactful recommendations
22. avoid negativity
23. be a team player
24. clarify for understanding
25. open/approachable
26. understand/respond to needs

Group 3

How do you make colleagues feel valued?

1. Listen
2. Saying "thank you" and "I appreciate you"
3. Discuss topic
4. Make plans with coworkers
5. Support other
6. Ask engaging questions
7. Sending thank you notes
8. Acknowledge life changing events
9. Showing empathy during challenging times
10. Limit interruptions
11. As a manager - Pay is consistent with duties
12. Bring food often
13. Asking opinion
14. Recognizing publicly and privately accomplishments
15. Liberally approve leave
16. Showing support/interest to their outside office life activities
17. Acknowledging conversations and follow through with actions
18. Reflective listening
19. Sharing "credit" when working together on projects
20. Showing genuine concerns for feelings or emotions
21. Respect boundaries
22. Asking if they need help or volunteering to help them in areas you are more experienced in
23. Give undivided attention

How do you make your colleagues feel valued?

1. Mention any assistance provided in team meetings.
2. Send them personal thank you emails.
3. Contact them regularly to see how they are doing.
4. Rewards them with gifts, time off or compensation.
5. Recommend them for awards / recognition.
6. Show gratitude (privately and publicly) for what they say and do.
7. Create an inclusive environment.
8. Offer assistance when they are in need.
9. Provide opportunities for growth and promotion.
10. Make them feel special by remembering important dates (B-day / Anniversary).
11. Celebrate their achievements with parties / gatherings.
12. Allow them the opportunity to share / discuss their achievements or concerns.
13. Create an environment where all are comfortable displaying their skills, talents, personality, feelings.
14. Assist them with their work, projects, responsibilities before it is asked for.
15. Name your child after them.