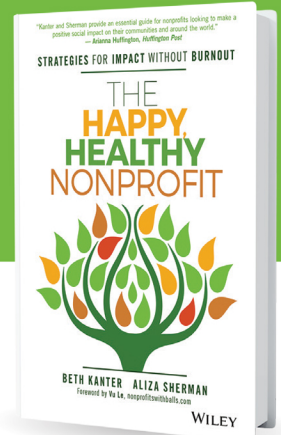


THE HAPPY HEALTHY NONPROFIT: Activating a Culture of Wellbeing in the Nonprofit Workplace



This exercise is a brainstorming session with your staff to identify ideas to pilot that can help activate a culture of wellbeing

Step 1: Invitation

Set up a 90 minute meeting for all staff to brainstorm ideas for creating a culture of wellbeing in the workplace as identified in the Happy Healthy Nonprofit: Strategies for Impact without Burnout.

Step 2: Set the Ground Rules for Brainstorming

- NO criticism or debate. All ideas are as valid as each other
- Quantity matters. Encourage as many ideas as possible
- Free-wheeling. Don't censor any ideas, keep the meeting flow going.
- Listen to other ideas, and try to piggy back on them to other ideas.
- Avoid any discussion of ideas or questions, as these stop the flow of ideas.

Step 3: Start the Brainstorm

Write out the Five F questions on a flip chart or make a slide. Tell everyone you are going to set a timer for 20 minutes and each group to brainstorm answers to the questions. You can use sticky notes and have them write their ideas on them. Keep time.

1: Functioning, Fitness, Food

Do people have what they need to do their job?
Do people feel like they are productive?

2: Feelings

Do people feel appreciated and respected?

3: Friendship

Do people feel connected to one another?

4: Forward

Do people feel like they have opportunities for growth?

5: Fulfillment

Do people feel like they are inspired and working towards a higher purpose?

[The Five F's – Laura Putnam, Workplace Wellness Framework]

Source: Five F's - Laura Putnam

Step 4: Cluster Ideas

Have five pages of flip chart paper taped on the walls each labeled with one of the Five F's. Ask participants stand up and to put there sticky note ideas in the corresponding category.

Have participants stand around the walls. Cluster similar ideas together, you can draw a circle around and label the clusters. After you finish, you should emerge with 3-5 ideas in each category.

Step 5: Sticky Dot Voting

Give participants five red dots and ask them to vote on their favorite ideas. They can place all five dots on one idea or spread them out.

Step 6: Discuss

Discuss the top three ideas. What is appealing? How could they be implemented as a pilot?

Step 7: Follow up

Identify a small team who is interested in creating an action plan for implementing the idea. Ask them develop an action plan.

Function

- Building basic processes for getting work done, for example collaborative calendar planning
- Enough staff to cover work or prioritize work flows
- Improve internal information systems
- Responsive tech support
- Make sure there are enough basic supplies
- Sound proof the office
- Better lighting in office, natural light
- Adequate desks and chairs for how people want to work
- Encourage staff to take breaks, go outside to get fresh air
- Healthy food and snacks available at meetings
- Use surveys to find out what staff need
- Remote working policy with flexibility
- Flexible hours to accommodate personal time

Forward

- Robust on boarding program
- Special projects that are professionally fulfilling and interesting
- Promote from within
- Include personal growth in professional development plans
- Encourage staff to be creative or do creative things
- Asking about career goals and how they might be pursued at current job
- Paid volunteer team at another org
- Encourage sharing what is learned at conferences with staff
- Professional development plans/funds
- Create a leadership library of nonprofit books for staff to check out and read
- Allow staff to identify "stretch assignments"
- Mentoring program and cross training
- Create a norm about respecting work in progress and need for quiet time
- Minimum mandatory meetings

FULFILLMENT

- Annual retreat to remember why everyone does the work and be client focused
- Celebrate our organization's accomplishments once a month – but also share frustrations as well as joy
- Have staff share their origin stories, why passionate about nonprofit work
- Mission moments – photos, videos, make them visible
- Mission statement and values on the wall
- Staff meetings that have some time to share accomplishments, not just problems
- Transparency
- Create mission moments collage and put on the wall
- Accomplishment wall related to mission/program success
- Field trips to visit programs and clients

FEELINGS

- Clear expectations with supervisor and employee through regular check-ins
- Give real-time feedback and praise, established feedback loops for employees
- Work anniversary celebration, shout outs to staff, hand-written gratitude notes
- Birthday cards from the board, celebrate staff birthdays at monthly staff meeting, give staff member the day off for their birthday
- Whiteboard of love - written praise for staff accomplishments,
- Reserved parking space awarded to an employee each month who had done a great job
- Ritual of staff praise at meetings or monthly award, not just a raise
- 80/20 rule – 20% leaders talk at meetings
- Do walking meeting one-on-ones and train staff to listen to each other
- Start meetings with a feelings check-in – how are you feeling today
- Encourage genuine curiosity for others' wellbeing
- Encourage more dialogue and discussion at staff meetings, team retreats
- Create safe space to discuss any negative issues,
- Provide clear procedure for reporting grievances or complaints so people feel heard
- Honor healing time needed to heal from trauma from work if working with vulnerable populations
- Review self-care activities and celebrate

FRIENDSHIP

- Establish norms around compassionate behavior and modeled by SLT
- Motivation Monday, Taco Tuesday, Waffle Wednesday, etc.
- Staff goes out of the building for a meeting at least once a quarter
- Understand diversity and blind spots and how they might hurt people
- Casual Fridays or "Fun Fridays"
- Encourage staff to ask for help
- Give comp time or days off after stressful weeks
- Do fun icebreakers at meetings and other team building activities
- Hike during staff retreat
- Connect through moments of play
- Take other teams out for lunch
- Ice Cream for staff appreciation or other staff organized social activities
- Gift exchanges or potluck not during the holidays
- Volunteer on a project together
- Leadership training on communications styles