



The Courageous Worker Toolkit



COURAGE

noun
kûr'ij, kûr'-

Being brave when facing new or difficult circumstances.

Something that makes you an amazing team member in your workplace is your courageous spirit and willingness to try new things. You infuse your workplace with new ideas, originality, and a sense of pride. You aren't afraid to tackle seemingly insurmountable goals and you are willing to take risks, even if your ideas don't always work out. You also harness the power of humility and vulnerability because you know that courage isn't just about boldness, but also about authenticity, kindness, and championing others. Colleagues look to you for fresh ideas and they also know that you will stand up for what is right, even if things become uncomfortable. While you have an affinity for many kindness concepts, congratulations - **your kindness superpower is courage.**



COURAGE IN WORDS

Self-Talk

Do you enjoy brainstorming new ideas, thinking outside the box for revolutionary approaches to workplace issues? Do you enjoy guiding others and find yourself naturally placed in leadership roles? Do you value everyone on the team and pride yourself on speaking up for others even when it means having a difficult conversation? The thoughts and words you speak to yourself set the tone for how you feel for the rest of the day. This, in turn, affects your attitude and how you speak with others. You cannot expect to have courage with others if you do not courageously look within yourself. This means it's important to use positive self-talk on a daily basis. *Self-talk is the practice of consciously speaking to yourself both out loud and internally in a positive manner.* The following are suggestions to shift your self-talk towards a focus on courage. Consider using these self-talk phrases throughout your day:

Remind yourself of your natural leadership skills.

Example: I am a natural leader. I am skilled at leading a group and others look to me for direction.

Use positive, "can do" language - state what you can do at work and in your role, not what you can't.

Example: I can write three lessons this week given the workload I have to juggle.

Encourage yourself to speak up quickly when there is a concern before it becomes a larger issue.

Example: I will speak up today if there is an issue with a colleague. Issues can be resolved easily if discussed promptly.



In One-on-One Interactions

It is likely that you work with others in a one-on-one capacity in some way, shape, or form. Perhaps you have to collaborate with another team member; maybe you have one-on-one meetings with a supervisor; maybe you have to have your work reviewed by another person or you have a mentor on your team. Knowing how you value **courage** at work and in your personal interactions with colleagues, here are some things to think about when working with people one-on-one that will let you showcase your high need for courageous engagements and work relationships:

Tell a colleague you really believe in their ideas, abilities, and contributions.

Share with a colleague when you notice their leadership or innovation in the day-to-day operations.

Check in with more introverted or remote colleagues on how things are going for them. If issues arise, offer to bring it up to the team as a general concern rather than just for them specifically.



In Teams

Unless you are your own boss or are in a small business, you likely have a team of colleagues around you. This means you function as part of a team – either intimately or by extension (if you are not part of a specific team of people, your company as a whole is like a team – you are all driving toward the same targets and end goals). As such, it is important to see how your high degree of courage – and your expectation for a courageous workplace – impacts your place in the team. When engaging in team-based activities as a person who highly values courage – consider the following for improving courage among the team:

Use motivational language to inspire others; what can you do even better today than you did yesterday?

When you see an opportunity for innovation or improvement at a team level, bring your ideas to the team - don't stay silent!

COURAGE IN ACTION

In order to have a **courageous** workplace, there are some things you can do at home and at work. How you start your day, end your day, engage at work and transition back home all matter for how you are able to show up both for your colleagues and for your friends and family.

Below are some suggestions for how you can ensure that your workplace actions express an attitude of COURAGE towards yourself and others, and set you up for success all day long.

Starting & Ending Each Work Day

Encourage yourself to try new things - remind yourself you have the tenacity and creativity to think outside the box.

Make sure to pack water and a healthy snack with you each day. Your needs are just as important as others!

Leave yourself an uplifting note on your computer at the end of each day. That way you have something positive to come back to tomorrow!

At Work

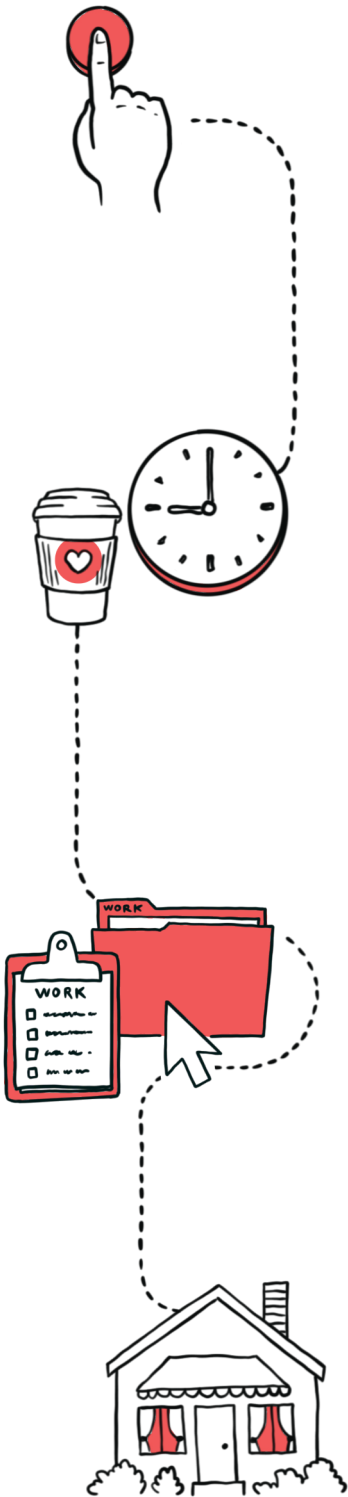
Take the lead on a topic that seems to be causing struggles at work. Bring it up during a team meeting and offer a solution.

Don't be afraid to suggest ideas that seem off-the-wall or out of context. Sometimes these ideas actually resonate with the team. Other times they can spark the team to think outside the box and land on an idea that works perfectly.

Transitioning Back Home

Examine your day and think about one new or difficult task you accomplished that day. This could even be something simple like a tense conversation with a client or coworker. What skills did you use in that situation that could be applied to engaging in a difficult task at home?

Ensure that work is not your only priority in life and set it aside for a period of time after you come home. Spend time on a hobby, with family, or doing something you truly enjoy each day as well.





RANDOM ACTS OF COURAGE

RAKs, also known as Random Acts of Kindness, are little acts of kindness that are often anonymous (though not required!) to spread kindness and joy in your workplace. The following series of RAKs focus on a lens of courage and encourage people in your workplace to not only show courage, but to also spread a courageous attitude to others as well. **Let's explore ways to incorporate courage focused RAKs throughout your workplace in a variety of settings.**

Individually

Random Acts of Kindness (RAKs) for individual coworkers can be done to lift their spirits or give them a boost for no reason at all! Here are a few ideas to get you started:

Intentionally greet 3 people each day. Make sure to ask about how they are doing and genuinely listen as they share.

Create 4 compliment cards for 1 person in your workgroup. Physically mail 1 card each week to them for an entire month. (see pages 6 & 7 for cards you can print)

In Your Team

RAKs for your entire team or workgroup is often simply fun and can increase morale. These activities can be done whether you are in leadership or not and frequently inspire others to continue the cycle of courage and kindness in your workplace.

Leave a treat for your cleaning crew. Add a note of specific thanks alongside it and have everyone on your team add a personal message!

Bring up 1 positive thing that is occurring in the news this week. Use www.goodnews.com to start the conversation!

Overall at Work

Your workplace as a whole can promote a community of courage and kindness through RAKs that not only affect the company or organization, but also externally within your community or communities (if in multiple locations). Look around and brainstorm ideas on how to infuse courage and kindness beyond your team. Go big!

Walk through the halls, around the worksite, etc. and smile and say hi or "good morning/afternoon/evening" - or even offer a compliment - as you pass by.

If you work remotely, send an email to the entire organization with a genuinely complimentary statement. **Example: Each one of you has value here. I am happy to work alongside you.**

As an organization, look within your community and identify one RAK you can do that both aligns with your mission and encourages others to show courage and kindness. Example: Take one lunch break and stand outside of a local school holding teacher appreciation signs!

RANDOM ACTS OF COURAGE

Print out the templates below on card stock to create four postcards. On each card, write a genuine compliment for a person in your workgroup. Then, physically mail a card to them each week for an entire month.



Postcard 1

A template for a 4x6 inch postcard. The top left corner features a line drawing of a city skyline with various buildings. One building is labeled 'SCHOOL', another 'HOME', and two others 'WORK'. The rest of the card is enclosed in a dashed border. On the right side, there is a rectangular box labeled 'PLACE POSTAGE HERE'. Below this box, there are five horizontal lines for writing an address. On the left side, there is a large area for writing a compliment, indicated by a curved arrow pointing to it from the text 'Write your compliment here.'.

Cut out to make a 4 x 6" postcard

Address your card here, add postage and mail!

Postcard 2

A template for a 4x6 inch postcard, identical to Postcard 1. It features a line drawing of a city skyline with buildings labeled 'SCHOOL', 'HOME', and 'WORK'. The card is enclosed in a dashed border. On the right side, there is a rectangular box labeled 'PLACE POSTAGE HERE'. Below this box, there are five horizontal lines for writing an address. On the left side, there is a large area for writing a compliment, indicated by a curved arrow pointing to it from the text 'Write your compliment here.'.

RANDOM ACTS OF COURAGE

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Postcard 3

A dashed-line template for Postcard 3. The top left corner features a line drawing of a city skyline with buildings labeled "SCHOOL", "HOME", and "WORK". To the right of the skyline is a rectangular box containing the text "PLACE POSTAGE HERE". Below the skyline and postage box is a large area with four horizontal lines for writing a message.A small icon of a pair of scissors is located at the top right corner of the dashed-line template, indicating where to cut.

Postcard 4

A dashed-line template for Postcard 4. The top left corner features a line drawing of a city skyline with buildings labeled "SCHOOL", "HOME", and "WORK". To the right of the skyline is a rectangular box containing the text "PLACE POSTAGE HERE". Below the skyline and postage box is a large area with four horizontal lines for writing a message.