

Resiliency Assets Checklist:

Relationship Asset Practices

- ☐ Keep a basket in your office. Whenever something significant is going on with a team member, get your team to fill the basket with little gifts and encouraging notes. Send the basket when there is an identified need or when team members experience an important accomplishment. This activity will let team members know that their colleagues support them and acknowledge their successes.
- ☐ Make it a tradition to hold mini-celebrations for team members. Celebrating with someone who is getting married, having a baby or marking an anniversary shows colleagues that team members care! These little acts communicate to team members that they are valued members of the school community.
- ☐ Prior to beginning daily routines, or during break or lunch periods, take time to walk and touch base with others. This may involve simply saying hello, or doing check-ins to see how people are doing or progressing on their work activities. Such actions have the ability to help foster and build positive school relationships.
- ☐ Provide training to team members on ways to understand and support colleagues or family members with mental health concerns. Such training should touch on themes related to mental health literacy, de-stigmatization and ways to support each other during challenging times.
- ☐ When you notice changes in colleagues' moods or affect, make an effort to check in individually with them. This may involve simply asking them how their day is going or how they are feeling. It may also involve communicating to them that you are available to chat or to be a listening ear.
- ☐ When colleagues are on leave, send them a greeting or friendship card signed by all team members. In this card, provide positive updates about the school team and activities.

- ☐ Invite district personnel to provide an information session for team members on existing employee support services and how they are accessed. In this session, explain how school staff might help others access such services when needed.
- ☐ Encourage team members to take proactive actions to maintain workplace relationships. This may include being patient, empathetic, and willing to forgive others and be forgiven.
- ☐ Speaking to others individually when tension or stress has been felt in conversations or interactions is a proactive approach to sustaining positive relationships.
- ☐ Administrators should adopt an “open door policy” where school staff members can feel comfortable asking for feedback, or for reaching out for support and encouragement as needed.
- ☐ Foster a workplace environment that embraces and practices empathy. Add a brief discussion on empathy to your team meeting agenda, and promote a working culture that seeks to hear and understand others, especially during difficult or challenging circumstances.
- ☐ First days can be overwhelming for new staff members. Ensure that administrators and team members meet new staff members upon arrival. As part of orientation activities, provide them with information about essential school routines, and introduce them to their new colleagues. Assigning a support person for new team members may be helpful for supporting their transition to the school team.
- ☐ Learn about the cultural backgrounds, lives and interests of employees outside of the workplace. Building relationships through increased understanding and trust helps to foster inclusion.