

Mental Fitness Practices Checklist:

Competency

- ☐ Encourage employees to personalize their workspace to reflect their personal preferences, interests or strengths. Once this has been completed, take a tour of offices to ask questions and identify areas of common interest or connection.
- ☐ Consult employees on areas for needed training or skill development. Provide opportunities for such professional learning as part of the team's annual work plan.
- ☐ Develop an asset map of the range of strengths and gifts that employees possess related to the operations or functioning of the team. Brainstorm potential ways of highlighting these assets as part of a wall or bulletin board within the workplace.
- ☐ Invite employees with specific areas of expertise or strength to deliver an educational or professional development session for the rest of the team.
- ☐ Organize and distribute a one-page quarterly digital bulletin or communiqué that tells about specific employee strengths or accomplishments.
- ☐ Match employees in mentorship or coaching pairs for a one- to three-month period based on identified skills or areas that people would like to develop. After a month, have mentors and mentees report on their progress and how new skills or strengths have been applied.
- ☐ Expressing gratitude to others recognizes the contributions and strengths of team members. Encourage team members to express gratitude on a regular basis through positive emails, short notes of appreciation or specific visits to a person's office or workspace.
- ☐ Carry out team building exercises that promote understanding of individual differences and that reinforce the importance of complementary strengths within a team. The use of the MBTI types, Holland Codes or Colours workshops may be helpful in recognizing the range of team strengths within the workplace.

- ☐ Think about past team successes. Ask team members to reflect on these situations and to identify what strengths were used to move an activity or project forward to success. Discuss how these strengths were used, implemented or sequenced in activities or project plans.
- ☐ Brainstorm, write or search on the internet for quotes that affirm or encourage the use of strengths, gifts and creativity. Post these quotes in hallways, lunchrooms or frequently visited areas (foyer, photocopier). Introduce new quotes every week or two to keep messaging fresh and relevant.
- ☐ As part of team building activities, invite team members to share how they use their strengths within their daily activities and relationships. Ask reflective questions such as:
 - Discuss one of your strengths that is deeply valued in your workplace.
 - How do you use your strengths to make a difficult decision?
 - What strength do you rely upon in conflict situations?
- ☐ As part of planning new projects or initiatives, invite team members to share what strengths they bring to the project in terms of meeting shared goals. Use the content of this sharing opportunity to assist in identifying and clarifying team roles.