



LEAD.

**THE MOST POWERFUL TOOL
YOU HAVE IS YOUR OWN PERSONAL EXAMPLE.**

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Keeping employees engaged and content with their jobs is not always easy, so here are a few ideas for creating an environment where your team members feel both welcomed and appreciated. Your Employee Assistance Program (EAP) is always available to support you in leading and retaining employees.

{1}

Lead by example

Leading by example is an important step in retaining employees. If you enjoy your job and are engaged and helpful with team members, this can be contagious. When your team sees that you take pleasure in and feel committed to your job, they tend to feel better about theirs. Your example can inspire excellence for your team and all they do.

{2}

Take a positive approach

A big part of being successful when leading by example is to take a positive approach. Keeping things positive can create an atmosphere that makes people feel more comfortable at work and want to stay. While being able to approach everything in a positive way may not always be possible, focusing on the positive — rather than getting mired in the negative — can often help you more quickly find solutions and even arrive at better techniques and processes.

{3}

Keeping the lines open

Keeping the lines of communication open between you and your team helps everything run more smoothly. Be prepared to listen more than talk, at times. Foster an environment where your team members feel like they have a voice — that their contribution matters.

“GOOD LEADERS ORGANIZE AND ALIGN PEOPLE AROUND WHAT THE TEAM NEEDS TO DO. GREAT LEADERS MOTIVATE AND INSPIRE PEOPLE WITH WHY THEY’RE DOING IT. THAT’S PURPOSE. AND THAT’S THE KEY TO ACHIEVING SOMETHING TRULY TRANSFORMATIONAL.”

**- MARILLYN HEWSON,
LOCKHEED MARTIN**



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{4}

Giving the context

Put a spotlight on your staff's contributions by highlighting the importance of the role they play in the success of the organization. When your team sees how essential their efforts are to the organization as a whole, this can be a catalyst for even better quality work and more innovative approaches.

{5}

Provide support

Give your employees the support and training they need to do their jobs optimally. Allow your employees to develop their strengths and try to be aware of when they are ready for growth, through career development, training, or even career advancement.

24

hours a day

Employee Assistance Program

(800) 222-0364

TTY: (888) 262-7848

FOH4You.com

The EAP is a voluntary and confidential employee benefit available to you and your family at no cost.

“THE BEST EXECUTIVE IS ONE WHO HAS SENSE ENOUGH TO PICK GOOD PEOPLE TO DO WHAT HE WANTS DONE AND SELF-RESTRAINT ENOUGH TO KEEP FROM MEDDLING WITH THEM WHILE THEY DO IT.”

-THEODORE ROOSEVELT

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Show you care

Remember that your employees have a life outside of the office, too. Showing a general interest in your employees' personal lives can make them feel that they are recognized as a whole person. When you take the time to find out about someone's outside interests, he or she may feel more valued and respected. Plus, supporting your team members' work/life balance can make them feel much more valued. This can be a key consideration when an employee considers staying or going.

{7}

Honor diversity

Establishing a welcoming and diverse work environment can help all of your team members feel more comfortable and appreciated. Let your staff know that their differences in style, approach, and background are also valued.

{8}

Celebrate victories

Without taking the time to recognize the good work that your team is doing, work can start to feel like drudgery. Yet, marking those moments where the team has accomplished a major project or successfully navigated through a crisis — or potential crisis — can add the needed boost and inspiration to continue their exceptional work. Praise and appreciation add fuel for continued victories.

Everyone wants to feel like their contribution matters and that the job they do is important. Give your employees the support they need to grow and prosper in your organization. Contact your EAP if you need any assistance creating an environment where employees feel appreciated.



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