# How to Create a Positive Workplace

**STATE CIVIL SERVICE**
COMPREHENSIVE PUBLIC TRAINING PROGRAM

**Success Series WEBINARS**

| Traits | Steps |
|---|---|
| **Create Team Values**<br><br>Team values outline how the team will work together and treat each other | • Involve the team<br>• Create a short statement<br>• Identify why the team is important |
| **Hold Team Accountable**<br><br>Team members acknowledge and take responsibility for their own actions | • Establish trust<br>• Outline team expectations<br>• Create a brave space by not placing blame |
| **Offer Support**<br><br>Supporting your coworkers will help them perform at their best | • Help others<br>• Offer guidance<br>• Give praise |
| **Work Hard/Play Hard Atmosphere**<br><br>Balance of hard work and meaningful relationships | • Create a fun committee<br>• Celebrate birthdays<br>• Set goals and celebrate wins |
| **Lead by Example**<br><br>Model positive behavior to create change | • Show a positive attitude<br>• Have empathy for coworkers<br>• Say kind words |