

CONSIDERATE COLLEAGUE



I CAN BE A CONSIDERATE COLLEAGUE BY:

- ❑ **Smiling.** It costs nothing to share a smile and can brighten up someone's day. Think about positive body language and how you can encourage positivity within the team.
- ❑ **Being kind.** Practising kindness and courtesy with all colleagues.
- ❑ **Saying thanks.** A simple act, but one that is appreciated by the recipient. Recognise the efforts of team members and say thank you.
- ❑ **Recognising.** Recognising the contribution and achievements of all team members.
- ❑ **Communicating.** Ensure that everyone in the team has the information that they need to carry out their job and share openly so that all of the team feel included.
- ❑ **Listening.** This involves giving your colleague your full attention and giving them non-verbal cues that let them know that you are paying attention and engaging. Actively listen and ensure everyone in the team is heard.
- ❑ **Supporting.** Support other members of your team by offering help and be willing to ask for help when you need it.
- ❑ **Developing.** Look to your own development and support colleagues with theirs. Encourage colleagues to achieve their personal goals and to share ideas, thoughts, opinions and their successes.
- ❑ **Acting Fairly.** Having a fair distribution of work and opportunity across the team.

None of this is new, but it's sometimes helpful to have a gentle reminder of the things that we can all do to improve the health and wellbeing of our teams and to be a Considerate Colleague.

WHAT DOES IT TAKE TO BE A CONSIDERATE COLLEAGUE?

We spend a large amount of time with our work colleagues so let's make the effort to look out for one another, to support one another and to show respect for our team; improving everyone's mental health and wellbeing.

- ❑ **Empathising.** Try to understand the viewpoints of others by taking a moment to walk in their shoes.
- ❑ **Reflecting.** Take a moment to reflect on your actions, be more self-aware and act on anything that you think could have been approached differently.
- ❑ **Taking Time Out.** Encouraging time away from the desk to improve the health and wellbeing of all members of the team.
- ❑ **Taking Pride in the Working Environment.** Shared ownership of the workspace and taking pride in the environment that the team works in.
- ❑ **Challenging.** Appropriately challenging behaviour that is outside of the values of your team or organisation.

