

# The Emotionally Safe Workplace

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## Workplace Essentials



### **Best Care EAP Can Help!**

For free, confidential support for you and your dependent family members, contact us today.

402-354-8000 | 800-801-4182

[www.BestCareEAP.org](http://www.BestCareEAP.org)

Username: bc[CODE ALL CAPS]e – Password: CODE ALL CAPS

## **Introduction**

This program will help you create an emotionally safer workplace, by showing you how to:

- Put the focus on respect
- Establish professional boundaries
- Protect those boundaries
- Let go of the past
- How Best Care EAP can help

## **Put the Focus on Respect**

### Defining Respect

*Respect* is making others feel secure, valued, and appreciated.

### Advantages of Focusing on Respect

- Frees us from the “burden of liking”
- Helps us keep the promise we made to our employers
- Gives us objective measure we can use to build healthy professional boundaries

## **Establish Professional Boundaries**

- Review your employee handbook.
- Meet and have everyone involved describe what respect looks and sounds like to them.
- Turn these observations into a written “covenant.”
- Have everyone sign-off on it.
- Post the covenant where it can be seen and/or readily accessed.



## Protect Those Boundaries

### When a Coworker Violates an Established Professional Boundary

- Allow the other person to save face.
- Use “I” language.
- Ask the person to stop.

### When a Coworker Continues to Violate the Boundary

- Address the issue, again, with conviction
- Be specific.
- Again, ask the person to stop.

### When Your Coworker “Plays Dumb” or Claims That You’re Overreacting

- Repeat what you just said and then walk away.

### When Your Coworker Refuses to “Get It”

- Don’t ignore it!
- Document the incident and talk with your supervisor.
- If you feel uncomfortable doing this, contact Human Resources or Best Care EAP.

## Let Go of the Past

### “Forgiveness Check-up”

#### Instructions

Take about five minutes to assess your thoughts, feelings, and behaviors related to forgiveness. You may find, as many others have, that simply taking this check-up moves you towards more peace.

Think about the specific person you want to measure your forgiveness towards. Rate each item to the extent that the thoughts, feelings, and behaviors described match your own using the following scale: **0 = Strongly Disagree, 1 = Disagree, 2 = Neutral, 3 = Agree, and 4 = Strongly Agree.**

\_\_\_\_\_ 1. I’m going to get even.

\_\_\_\_\_ 2. I’ll make them pay.



## Let Go (Continued)

### Ability to Affirm the Person(s) Who Wronged You (Questions 5 & 6):

0----- 1----- 2----- 3----- 4----- 5----- 6----- 7----- 8

You Cannot Affirm Them

You Do Affirm Them

### Reaching Beyond Self (Questions 7 & 8):

0----- 1----- 2----- 3----- 4----- 5----- 6----- 7----- 8

You're Not Praying for Them

You're Working with your "Higher Power" to Forgive Them

### Feelings of Compassion/Acceptance (Questions 9 & 10):

0----- 1----- 2----- 3----- 4----- 5----- 6----- 7----- 8

You Feel Nothing

You Feel Compassion, Etc.

### Avoidance (Questions 11 & 12):

0----- 1----- 2----- 3----- 4----- 5----- 6----- 7----- 8

You Hold Them Close

They Don't Exist

### Reconciliation (Questions 13 & 14):

0----- 1----- 2----- 3----- 4----- 5----- 6----- 7----- 8

You're Not Working for It

You're Working Hard for It.

## Forgiveness

- *Forgiveness* is the decision to let go of resentments and thoughts of revenge.
- Forgiveness offers clear, quantifiable benefits.
- Forgiving is not the same thing as reconciling or forgetting.
- Insisting on justice as a precondition often gets in the way of forgiving others.

## How to Forgive

- Find inspiration in others' forgiveness.
- Try to see all sides of the story.
- Get help.
- "Cut the cord"; ask your Higher Power to bless those who have wronged you.
- Let go of blame.
- Push past your fear and reconnect with those who've hurt you.

## Best Care Webinar Evaluation

Program Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Your Employer: \_\_\_\_\_ Facilitator: \_\_\_\_\_

Thank you for participating in today's webinar. Please share your impressions below and then fax to Best Care EAP at (402) 354-8046 or scan and email to [EAP@BestCareEAP.org](mailto:EAP@BestCareEAP.org).

	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
1. The material covered in this program will benefit me personally and/or professionally.	1	2	3	4	5
2. The facilitator was knowledgeable and effective and used clear examples.	1	2	3	4	5
3. I plan to apply what I learned.	1	2	3	4	5
4. Best Care EAP's services and benefits were reviewed.	1	2	3	4	5
5. I would recommend this training to coworkers/colleagues.	1	2	3	4	5

6. What was particularly helpful about the training?

7. What would you recommend changing about the training?

8. If you would like to receive email updates about ongoing Best Care training opportunities, please give us your work email address:

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