

Healthy Workplaces Lunch & Learn Series Resource Guide

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download the
Healthy
Workplaces =
Thriving
Employees
Toolkit!

The Behavioral Health Initiative's Retain Behavioral Health Providers Action Team hosted a series of Lunch and Learns around six work-life conditions that contribute to employee engagement, satisfaction, and burnout. Below you will find a summary of the best practices and resources that were shared during each Lunch and Learn, along with a recording of the event. Utilize this information within your own organization to build and maintain a culture of health, wellness, and trust among staff.

Managing and Addressing Workload Challenges in the Workplace

[Click here to download this
Lunch and Learn recording!](#)

- Organizational leaders can focus on the factors that are within their control to positively impact employee burnout levels. Such elements may include offering a hybrid and/or flexible work schedule, encouraging employees to use their PTO, and providing coverage for employees while they are on PTO so that they are not overwhelmed with work when they return.
- Amend the compensation structure so that clinicians are paid on an hourly basis, as opposed to salary. This can help to reduce the amount of time employees spend working outside of their scheduled hours.
- Establishing an employee committee with representation from each division within the organization allows staff to have a voice in decisions that are made around compensation and benefits, and ensures that organizational policies are fair and equitable.



Promoting Employee Empowerment and Autonomy in the Workplace

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Lunch and Learn recording!](#)

- Involve employees in decision making processes to increase employee investment in projects and the organization. Push decision making down to the lowest level.
- Give staff opportunities to resolve issues independently. This keeps employees from becoming overly dependent on leadership when facing challenges, and also helps them to feel more confident in their role.
- Implementing a discretionary time off (DTO) policy allows staff to take an unlimited amount of time off (supervisors must still approve requests for time off). The policy can allow staff to feel that there is more flexibility in how and when they can use their paid time off.



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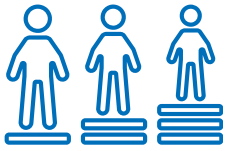


[Click here to download conversation
guides for all 6 work-life conditions!](#)

Promoting and Maintaining Fair and Equitable Work Environments

[Click here to download this Lunch and Learn recording!](#)

- Including employees in policy development, such as a hybrid work policy, can help to make the policy more fair and equitable as perspectives from employees who work in a variety of positions within the organization are heard and taken into consideration.
- Fairness and communication are closely interrelated. Communicating well with employees can help them to feel less isolated within their own departments and can allow them to feel more a part of the organization as a whole.
- For an organization to effectively create an environment of inclusivity and belonging, it can consistently take into account the perspectives, ideas, and lived experiences of its employees and adapt its practices to meet employees where they are at.



Supporting and Maintaining Employee and Organizational Value Alignment

[Click here to download this Lunch and Learn recording!](#)

- If you are creating and implementing a new set of values, think about the values your organization needs to embody to thrive, not just right now, but into the future. Align values with your organization's areas of focus.
- Leadership can practice and model open communication by intentionally engaging in unscheduled conversations with staff on a consistent basis.
- Ask questions that gather information on what staff see as strengths and what areas could be improved on. When it is recognized that improvements can be made, make a staff-informed change to show that their concerns are heard and valued.



Building and Maintaining a Supportive Community in the Workplace

[Click here to download this Lunch and Learn recording!](#)

- Utilizing the PERMAH framework and survey can help organizations and employees measure their well-being across 6 different areas: Positive Emotions, Engagement, Relationships, Meaning, Accomplishment, and Health.
- Learn more about the [PERMAH framework and survey by clicking HERE.](#)
- Implementing a CIA, or Caring In Action initiative can help to build support within an organization by offering different activities that allow staff to discuss and work through challenges they are facing. [Click HERE to learn more about creating a culture of care.](#)



Effectively Recognizing and Rewarding Employees

[Click here to download this Lunch and Learn recording!](#)

- Forms of recognition that take place during one-on-one interactions between an employee and supervisor can help to make the recognition more personal and genuine, and help to build a culture of care in the workplace.
- Implementing an open-door policy as a supervisor can encourage employees to share their challenges and successes with you on an ongoing basis. This can help lead to a more trusted relationship between employees and leadership.
- Including information on recognition and what it might look like in new employee orientation processes can help staff learn how to notice when they are being recognized.

