

# Workplace We Want

## ACTION PLAN



### GOAL

To build a better workplace culture by practicing *inclusivity and accountability*, giving actionable *feedback*, and *communicating* with candor.

### TO DO

Think of an experience when you didn't give someone direct feedback, but you wish you did. How did it impact you, them, and your team?

Brainstorm ways to make others feel included and valued. What strategies can you use to seek the opinions of others and incorporate them meaningfully in your work?

Imagine applying Coaching/Evaluation/Appreciation in your unit. Who would you address? Where do you think you would be successful? What barriers might you face? What changes could you take to make it work?

Practice active listening. It takes time! Listen with the intent to understand, not to respond.

Craft a 'go-to' question you can pose to elicit radically candid criticism from others. Use it to ask two colleagues for their feedback about you.

Think of your inclusion formula. What are you doing well? What is missing from your daily work routine? What steps can you take to influence the culture in your unit to implement your formula more strongly?

Appreciating your colleagues is also part of creating the workplace we want. Praise two colleague this week. Your praise should be specific and sincere.

Practice accountability. What steps can you take to enhance accountability in your unit?

### IDEAS & INSPIRATION

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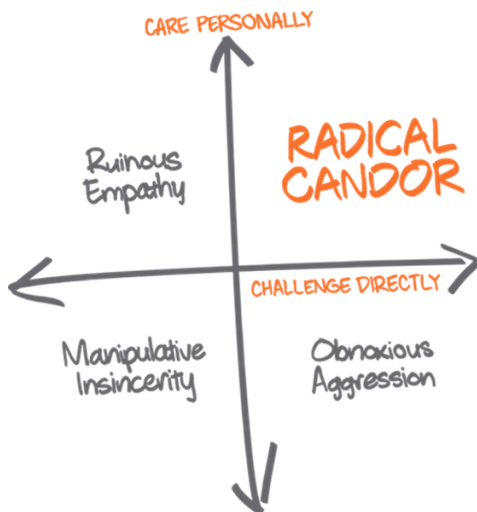
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## ◉ MAKING IT MEANINGFUL *Use this tool to help you give feedback:*



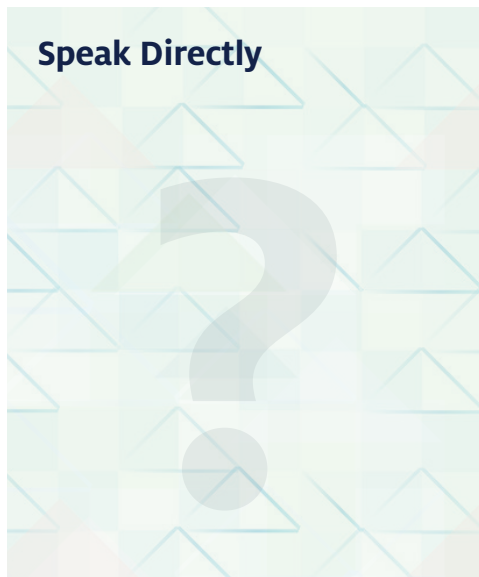
**Radical Candor** is the ability to speak directly, giving specific and actionable feedback, while showing you care personally.

**Obnoxious Aggression** is what happens when you speak directly, but don't care. It doesn't feel sincere and is often criticism that isn't delivered kindly.

**Ruinous Empathy** is what happens when you care but don't speak directly. It's avoiding the issue entirely or giving sugarcoated praise that isn't clear or actionable.

**Manipulative Insincerity** is what happens when you neither care nor speak directly. It's insincere praise or criticism that is neither clear nor helpful.

## ◉ TAKING ACTION *What steps are you taking to:*



## ◉ MOVING FORWARD *A task list for continued growth*

	DONE	STARTING	TO-DO
GIVING FEEDBACK	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MAKING OTHERS FEEL VALUED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
LISTENING ACTIVELY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
COACHING OTHERS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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