

## 5 tips for leaders to create positive work environment

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**By Venkat Rao V**

Employees are the backbone for every organisation. In today's competitive world, productivity can make or break a business. Employee morale affects when there is a work place negativity. It weakens the energy of the organisation and diverts critical attention from work and performance. Negativity can

occur in the attitude, outlook, and talk of one department member, or increase in intensity of voices responding to a workplace decision or event.

The leaders have to watch the discussions on employee intranets, manage the appraisal and 360-degree feedback process, and coach managers to treat the staff well. This information helps you learn to identify the symptoms of negativity before its morale-busting consequences damage your workplace. It will also assist you in preventing and curtailing workplace negativity.

#### **Treat people fairly**

Treating others with fairness and equality will hold everyone to the same standard and avoid feelings of inferiority. Develop and publicise workplace policies and procedures that organise work effectively and apply them consistently.

#### **Employee involvement, take input to make any decision**

The most frequent reason for workplace negativity is when a leader makes a decision about a person's work without his input. Almost any decision that excludes the input of the person doing the work is perceived as negative and to eliminate this negativity through hundred percent involvement of the employees in any task.

#### **Leading by example**

Leaders must model the behavior they want to see. Negativity can be contagious and if a change in attitude is the goal, it starts with being the example for others to follow. Leading by example includes showing your team how to communicate and interact with others.

#### **Communication is the key**

There should be clear communication across the levels in the organisation. It is essential to keep the top-down messaging and communication consistent. Conduct meetings with your staff on a regular basis to discuss any issues that they may have and get feedback from them. Encourage all your employees to speak up and voice their concerns, even if their opinions may be unpopular with other employees. Make certain that you assure your employees that their concerns will be heard on a regular basis.

#### **Positive language**

Leaders and Managers can express positive language by sharing success stories, acknowledging company achievements and applauding coworker's successes. Starting and encouraging positive conversations can replace negative gossip in the workplace, therefore improving morale and reducing turnover. Staying active and engaged will also promote a healthy work environment and allow leaders to praise individual and group achievements and lead by example.

#### **Hiring right talent**

When new recruits are unable to adjust to the work culture, they will be unhappy and unproductive. Understand the work culture and the next time you hire, assess their soft skills as well as their capability. Communicate clearly to the potential recruits about the work culture and ask them if they would be comfortable and happy working in such an environment.

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