



# Workplace Positive Psychology Activity

## Team Meeting Guide

This activity is designed to support a manager, team leader or wellness advocate to run a wellbeing meeting focused on personal values.

Brought to you by Uprise Health, the future in EAP and Mental Health Services. Uprise Health hopes to enable managers and leaders to take a proactive approach to wellbeing in the workplace to reduce stigma and make teams more cohesive.

## Positive Psychology Overview & Program Rationale

Positive psychology is the study of optimal human functioning and the conditions that lead to this in individuals, groups, and organizations. It's commonly known as the Science of Happiness.

Before commencing the activity with your team it can be helpful to provide some rationale behind why a positive psychology program is important for team well-being. The why behind it all!

For instance, you may say something in line with the following when first introducing the program....

Before we get started, I want to share some information with you about some of the reasons why we are learning about positive psychology and focusing on wellbeing together as a team. This is partly because we know there is a cost on your wellbeing when the boundaries between work and home get blurred and we are seeing that happen more and more. While another reason is because the research shows us that when we focus on building our well-being, we feel better, function more effectively, and enjoy life more. Just as we work together on meeting targets, now more than ever it's important for us also to focus on developing our individual and team level well-being.

# Team Positive Psychology Meeting Checklist

## Before

- ☐ Read over and familiarize yourself with the task
- ☐ Advertise/inform your team what the topic will be and where and how the meeting will be conducted
- ☐ Consider the appropriate location and book a time and involve staff who might work remotely

## During

- ☐ Get team buy-in and explain the reasons why you're focusing on positive psychology (particularly in the first session) and the specific positive psychology construct/intervention by reading through the topic overview
- ☐ Build a safe space for employees to contribute and share in the group. Set expectations that things won't be turned into a joke and that discussions will be treated confidentially
- ☐ Remind employees to switch off phones or minimize distractions and interruptions (especially if on a video call)
- ☐ Set the homework for the activity, preferably by getting everyone to schedule the time in their diary to do their activities during the week

## After

- ☐ Follow up and check in to see if activities were completed. Congratulate people for actions taken. Don't criticize if actions aren't taken but instead ask about barriers and things that got in the way of action
- ☐ Ask for feedback regarding how they found the activities, what benefits they noticed, and whether they may consider continuing some variation of the activity in their own time

# Values & Pleasant Activity Scheduling Worksheet

## Overview

Values are thought of as personally relevant principles that guide actions and facilitate decision making. Ultimately, they are a motivating force and source of well-being. They guide our thoughts and behaviors, influence our belief system, and give meaning and purpose to our actions and to our lives. Living a life that is congruent with our values (i.e., when our actions match our values) results in increased happiness, autonomy, and well-being. Conversely, when we behave in ways that are not in line with our values we tend to feel out of sync, uncomfortable, and dissatisfied.

## Time taken

Team Meeting (30 minutes) Individual Commitment (30 minutes)

## Steps

- 1. Define your personal values**  
Each person can identify their own personal values from the provided list, or they can choose their own.
- 2. Importance (significance) of personal values**  
Each person can rate how important each of their values is, relative to the others.
- 3. Identify how you have practiced each value in the past**  
Each person can self-evaluate situations in their own life where their actions re-enforced the value as important to them.
- 4. Determine how consistent current actions are with their values**  
Each person can self-evaluate how consistent their actions are with their values. Has it changed recently? What factors influenced the change? (e.g., COVID, new priorities, less time).

**5. Choose a short-term action or goal that is consistent with your values**

Each person can set a personal goal consistent with their values and schedule an action to meet this goal into their week.

Examples:

Values	Goal	Action
Family	Spend more time with family	go to the park for 1 hour on Saturday
Helping others	Support someone in need	Ask a junior worker if they need advice or support / offer support to someone in need)

These acts could include:

- A pleasurable activity carried out alone (i.e., reading or listening to music)
- A pleasurable activity completed with others (i.e., playing cards or meeting for lunch)
- A meaningful or important act (i.e., visiting or phoning an isolated relative)

**Desired outcomes**

- Each person will schedule in an activity or action that aligns with their identified values into their calendar or diary.
- It is hoped that through identifying valued activities employees will gain greater clarity on what is important to them.
- Through scheduling time to engage in said activities, it is hoped that employees will report enjoyment of the task, and experience a greater sense of well-being.

# Values List

(Adapted from Russ Harris 2010)

**Acceptance:** to be open to and accepting of myself, others, life

**Adventure:** to be adventurous; to actively seek, create, or explore novel or stimulating experiences

**Assertiveness:** to respectfully stand up for my rights and request what I want

**Authenticity:** to be authentic, genuine, real; to be true to myself

**Beauty:** to appreciate, create, nurture or cultivate beauty in myself, others, the environment etc

**Caring:** to be caring towards myself, others, the environment etc

**Challenge:** to keep challenging myself to grow, learn, improve

**Compassion:** to act with kindness towards those who are suffering

**Connection:** to engage fully in whatever I am doing, and be fully present with others

**Contribution:** to contribute, help, assist, or make a positive difference to myself or others

**Conformity:** to be respectful and obedient of rules and obligations

**Cooperation:** to be cooperative and collaborative with others

**Courage:** to be courageous or brave; to persist in the face of fear, threat, or difficulty

**Creativity:** to be creative or innovative

**Curiosity:** to be curious, open-minded and interested; to explore and discover

**Encouragement:** to encourage and reward behaviour that I value in myself or others

**Equality:** to treat others as equal to myself, and vice-versa

**Excitement:** to seek, create and engage in activities that are exciting, stimulating or thrilling

**Fairness:** to be fair to myself or others

**Fitness:** to maintain or improve my fitness; to look after my physical and mental health and wellbeing

**Flexibility:** to adjust and adapt readily to changing circumstances

**Freedom:** to live freely; to choose how I live and behave, or help others do likewise

**Friendliness:** to be friendly, companionable, or agreeable towards others

**Forgiveness:** to be forgiving towards myself or others

**Fun:** to be fun-loving; to seek, create, and engage in fun-filled activities

**Generosity:** to be generous, sharing and giving, to myself or others

**Gratitude:** to be grateful for and appreciative of the positive aspects of myself, others and life

**Honesty:** to be honest, truthful, and sincere with myself and others

**Humour:** to see and appreciate the humorous side of life

**Humility:** to be humble or modest; to let my achievements speak for themselves

**Independence:** to be self-supportive, and choose my own way of doing things

**Intimacy:** to open up, reveal, and share myself -- emotionally or physically – in my close personal relationships

**Justice:** to uphold justice and fairness

**Kindness:** to be kind, compassionate, considerate, nurturing or caring towards myself or others

**Love:** to act lovingly or affectionately towards myself or others

**Mindfulness:** to be conscious of, open to, and curious about my here-and-now experience

**Order:** to be orderly and organized

**Open-mindedness:** to think things through, see things from other's points of view, and weigh evidence fairly.

**Patience:** to wait calmly for what I want

**Persistence:** to continue resolutely, despite problems or difficulties.

**Pleasure:** to create and give pleasure to myself or others

**Power:** to strongly influence or wield authority over others, e.g. taking charge, leading, organizing

**Reciprocity:** to build relationships in which there is a fair balance of giving and taking

**Respect:** to be respectful towards myself or others; to be polite, considerate and show positive regard

**Responsibility:** to be responsible and accountable for my actions

**Romance:** to be romantic; to display and express love or strong affection

**Safety:** to secure, protect, or ensure safety of myself or others

**Self-awareness:** to be aware of my own thoughts, feelings and actions

**Self-care:** to look after my health and wellbeing, and get my needs met

**Self-development:** to keep growing, advancing or improving in knowledge, skills, character, or life experience.

**Self-control:** to act in accordance with my own ideals

**Sensuality:** to create, explore and enjoy experiences that stimulate the five senses

**Sexuality:** to explore or express my sexuality

**Spirituality:** to connect with things bigger than myself

**Skilfulness:** to continually practice and improve my skills, and apply myself fully when using them

**Supportiveness:** to be supportive, helpful, encouraging, and available to myself or others

**Trust:** to be trustworthy; to be loyal, faithful, sincere, and reliable