

choose2bk to be kind

Workplace Guide

The following sponsors have provided support for 2010 Kindness Week:



Brought to you by a kind Ottawa and supported by United Way Ottawa.

We would love to hear what you are doing in your place of employment. Please email your ideas, organization and photos to us at info@kindottawa.ca and we will add them to this growing document.

GETTING STARTED IN YOUR WORKPLACE

If you would like to get your workplace involved during Kindness Week or beyond we've put together this package of ideas and tools that you can use in your own place of employment.

CHECK OUT WHAT OTHER ORGANIZATIONS ARE DOING!

In this guide you'll find all sorts of ideas and projects that other organizations have done successfully. Please feel free to adapt them to your own workplace.

SHARE THE EXPERIENCE

Take pictures and preserve some samples of your activities. Send them to info@kindottawa.ca and we will post your story.

In the Office

- Take the time to write a note to the boss or someone who has recently helped you praising the work they do
- Arrive at work early one day and leave a candy or flower at the desk of your co-workers – leave a Kindness Card behind
- Leave freshly baked goods anonymously with a Kindness Card in the kitchen
- Take fresh flowers to work and share them with your co-workers
- Leave change behind at the vending machine for the next person to find
- Leave an inspiring story, poem or quote tacked to your work bulletin board
- Put a specialty coffee for someone who is having a long day
- Invite a new co-worker out to lunch, get to know them and make them feel welcome
- Walk a co-worker to their car or bus after dark for safety
- Offer to help out co-workers with some of the less pleasant jobs
- Allow a co-worker's child to shadow you at work to learn about your job

Professional Organizations

- Post a plaque or Kindness Certificate in your business lobby designating your office as a Kind Organization
- Sponsor the planting of a Kindness Garden. With the help of a local youth group or neighbourhood group plant the flowers in a public area like a park or walking trail
- Host a kindness storytelling party at a health care facility
- Organize a blood drive in the name of kindness
- Deliver kindness baskets to shut-in residents
- Start a mentoring program in a community or recreation centre

Workplace Activities

The following are ideas to begin your Workplace Kindness Campaign. Please share with us your own ideas at info@kindottawa.ca and we will add them to this growing document.

- Lending Library: In your common room in your workplace start a give-one-take-one lending library. Just fill a cardboard box with books and ask your co-workers to bring in their favourite books. As the collection grows watch your co-workers discover and share new books.
- Kindness Candy Jar: Attach suggestions for acts of kindness to candies and leave them in a jar in a community place. As each employee takes a candy they should perform the suggested act of kindness.
- Be Kind To Your Body: Offer incentives for employees who want to participate in healthful programs. A yoga class over lunch hour is a great way to reduce stress and build team spirit. Hire an expert to travel to the office once a week to instruct yoga in a large meeting room.
- Volunteer Kindness Day: Give employees the option to take a paid day to volunteer at the charity of their choice. Help them research this charity and brainstorm ideas how to help.
- Good News Bulletin: Fill a bulletin board with positive news about employees' lives. Examples are pictures of new babies or special accomplishments.

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