AP SAFETY TRAINING

Training Solutions, Delivered!

A WORKPLACE FREE OF NEGATIVITY

Leader's Guide, Fact Sheet & Quiz

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.

b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.

c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.

d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes _before_ the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.

b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.

c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.

d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

LENGTH: 5 MINUTES

PROGRAM SYNOPSIS:
Most employers want to create a pleasant workplace. A work environment where employees are happy, respectful and excel to their fullest potential will ensure positive communication, productivity and job retention. However, many highly qualified and talented employees are sabotaged every day by their unresolved issues and dependence on negativity. This video will identify common behavior issues involving negativity and then show ways that employers and employees can foster and develop a positive attitude.

Topics include common behavior issues involving negativity, ways employees can create positive attitudes and ways employers can create positive attitudes.

PROGRAM OBJECTIVES:
After watching the program, the participant will be able to explain the following:
•   How negativity can affect your ability to do your job;
•   Common behavioral issues associated with negativity;
•   Ways employees can create a positive attitude;
•   Ways employers can create a positive attitude.

INSTRUCTIONAL CONTENT:

BACKGROUND
•   Most employers want to create a pleasant workplace.
•   A work environment where employees are happy, respectful and excel to their fullest potential will ensure positive communication, productivity and job retention.
•   It sounds easy and it is if you know what causes negativity.
•   Being negative is not a natural state for most people. It is learned, enabled and can be unlearned.
•   Being negative takes an enormous amount of energy, is highly contagious and often leads to turnover.

A NEGATIVE MINDSET
•   Many highly qualified and talented employees are sabotaged every day by their unresolved issues and dependence to negativity.
•   An employee may be negative due to personal issues at home or because they lack the ability to positively present themselves at work.
•   Remember, this problem may persist if you leave this job and find another. Perhaps this is an opportunity to handle negativity in your present job.
•   Considering an employer never wants words or actions to divert from workplace performance, it is suggested that action be taken quickly to find the source of the destructive behavior, distinguish between the employee's personality and the behavior and provide training to ensure the workplace is free of negativity.

COMMON CAUSES & BEHAVIORS OF A NEGATIVE MINDSET
•   Here are some common behaviors exhibited by those with a negative mindset: absenteeism, argumentative, bossy and bullying, disobeys rules, excessive grievances, gossiper, poor work quantity, poor work quality, rebellious, rigid and stubborn, tantrums and undermines projects.
•   These behaviors could be due to personal issues at home but also could be caused by situations at work.
•   Behaviors like this can also affect other employees in negative ways.
•   Some common causes for these types of behaviors at work include: assignment and pressure overload, cover for a lack of knowledge or skill, grievances not aired or taken seriously, jealous, envious, need for attention, organizational culture in disarray and safety and theft issues unaddressed.
•   These could all potentially lead to absenteeism or tardiness, blame becomes the norm, criticism increases among managers, criticism increases among employees, gossip and rumors create animosity and workers expect the worst to happen.

WAYS EMPLOYEES CAN CREATE POSITIVE ATTITUDES
•   There are many ways that employees can help create positive attitudes in the workplace and in their personal lives.
•   Ways that employees can do this is by: eating nutritious foods and sleeping well; identifying negative thoughts and verifying the truth; replacing negative thoughts with positive thoughts. Negative thoughts lead to self-doubt and failure. Positive thoughts will result in positive actions and results; work on your stress levels and process accordingly; learning patience and remembering it is a

work in progress; stop blaming and start learning; stop complaining and take ownership; turning obstacles into opportunities. Replacing dread with enthusiasm; treating coworkers with respect and building relationships based on trust; building consensus for positive change through varying views and debates; disagreeing agreeably; and making positivity a habit.

WAYS EMPLOYERS CAN CREATE POSITIVE ATTITUDES
- Employers can also help create positive attitudes in the workplace for themselves and their employees.
- Employers can do this by: hiring right the first time. Hiring positive and flexible people; speaking positively about others and exude optimism; ensuring every employee complies with the same behavior policies; understanding momentary moodiness from chronic negative behavior; discussing behavior in private with employee and finding solutions; explaining how negative behavior impacts employees in the company; disciplining poor behavior and providing additional training; contacting human resources or EAP for appropriate assistance; scheduling meetings to show examples of the importance of positivity; and ensuring employees know the rules and policies.
- It is just that simple. It takes a little time and a lot of effort, but positivity in the workplace brings great results.

A WORKPLACE FREE OF NEGATIVITY

ANSWERS TO THE REVIEW QUIZ

1. b

2. a

3. b

4. e

5. b

6. c

A WORKPLACE FREE OF NEGATIVITY
REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name_____Date_____

1. Highly qualified and talented employees are never affected by negativity.

a. True
b. False

2. Being negative is learned, enabled and can also be unlearned.

a. True
b. False

3. Changing jobs will get rid of your negativity.

a. True
b. False

4. Which of the following is common behavior of those with a negative attitude?

a. Argumentative
b. Disobeys rules
c. Gossiper
d. Rigid and stubborn
e. All of the above

5. Employees cannot create a positive attitude in the workplace.

a. True
b. False

6. Which of the following is NOT a way that an employer can create a positive attitude?

a. Hire right the first time
b. Discuss behavior in private with employees and find solutions
c. Single out employees who have negative attitudes
d. Ensure employees know the rules and policies