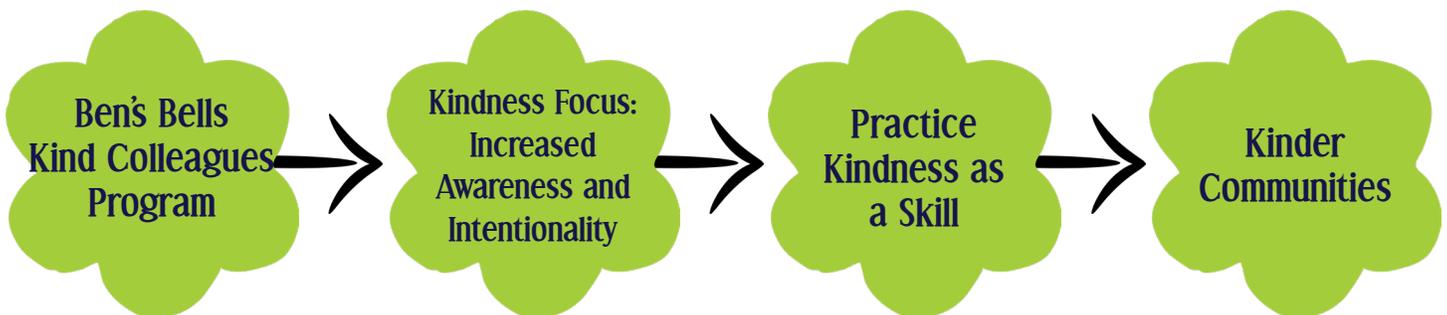




# How to Get Started

## Your Kind Colleagues

Kind Colleagues works by providing the context to learn about the science and benefits of kindness and integrate a focus on kindness at your workplace. No amount of kindness is too large or small. Our intention is to guide your learning and motivate you to create an environment where the practice of kindness is supported, however that may look for you and your organization. This could include using the word “kindness” regularly, talking about kindness as a priority, and routinely noticing and recognizing kindness. Establishing a culture of kindness will support skill-building activities that become a part of your community’s daily life. With kindness established as a shared value, we can think about kindness more, rely on it more, talk about it when it’s hard, remove barriers to practicing kindness, and solve problems while still being kind.



With the Kind Colleagues program, you’re creating a workplace environment that nurtures the practice of kindness, where it’s safe to practice, safe to make mistakes, and learning and growth are encouraged. Humans experience the world as social creatures and rely on each other to survive and thrive. Interventions and actions supported by Kind Colleagues target multiple levels of our community-based lives. The program starts at the workplace culture level with messaging and modeling from leadership. That culture sets the stage for individual and interactional practice that can be extended throughout our communities.

We believe that everyone has the capacity to be kind and that kindness can be cultivated through education, visual reminders, and ongoing practice. By recognizing, valuing, and practicing intentional kindness, we can change the world.

## How the Program is Delivered

Make your way through the program using our Monthly Guides, or follow in bite-size chunks with our Weekly Emails. You’ll receive an email each Monday where you can dive right in and learn a quick kindness lesson or try out a suggested activity to keep your practice active. The weekly emails match the content in the Monthly Guides and will take you through the entire program.

## How to Use the Program

Each Monthly Guide contains a section on the science of kindness, a section on self-kindness, and suggested activities. The lessons will give you information about how our brains work, the need for social connection, the benefits of practicing kindness, how these benefits can spread in communities, and more, all to inspire you to create a culture of kindness in your workplace. Use these sections to inform group discussions or exchange of ideas among team members. We encourage active reflection in order to reinforce learning and inspire your practice. From there, choose which suggested activities will work best for you and your organization. Many Kind Colleagues have created their own activities to support their culture of kindness!

Ideas and activities may be shared via email, displayed in a gathering space, or facilitated during regular staff meetings or other group opportunities, led by an individual or team of employees. How you choose to implement the lessons, activities, and feedback is up to you. Keeping kindness active and supported signals to all members of your workplace that kindness is a shared value and integral part of your culture.

## What's New?

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### Kind Leadership

In order for individuals to be able to practice kindness in the workplace, they need to be supported by a structure that allows the time and space for that practice, and a culture that encourages learning and growth. Otherwise, people won't be able to enact their own intentions and skills to do kindness. Building your kind culture addresses the systems and policies that affect shared behavioral expectations and norms in a work environment. This section explores topics like work/life balance, employee recognition, inclusion, and other considerations that, when established through kind leadership, contribute to the well-being of staff members as well as their affinity for the organization. Building your culture together is an ongoing part of strengthening your organization and indicating to all stakeholders that kindness is a core value.

### Kindness at Home

The practice of keeping kindness active in the workplace can easily extend to the home!

Participating in kindness skill-building activities indicates to staff that social and emotional skills are valued at their workplace. From there, kind intention and ultimately kind behavior can extend beyond the individual to teams, entire organizations, families, neighborhoods, and communities. Being kind at home is a great way for staff to share what they're learning in the program, and to experience the ripple effect by helping to spread kindness from one space to another.

Kindness at home can take many forms and may include discussions, idea sharing, helping out with chores and tasks, visual reminders, spending time together as a family, or activities that promote kindness in the neighborhood. Keep kindness active and engage wider communities with these follow-up activities to Kind Colleagues programming.

### The Power of Visual Reminders of Kindness

Learn about the power of visual reminders of kindness, and the science behind them, and get suggestions for fun activities for your workplace or at home.

### Ask Questions!

We're happy to be in contact if you have questions or ideas, or would like more information or feedback. Please contact us at [kindcolleagues@bensbells.org](mailto:kindcolleagues@bensbells.org) or 520-622-1379, ext. 1004.