



Toolkit – Creating a Positive Environment

1. Recognition Template

A simple template to help you reinforce positive habits in your leadership:

- **One person I will recognize today:** _____
- **One way I will support my team today:** _____
- **A leadership quality I want to improve:** _____

2. Reflection Prompts for Open Communication

Encourage a culture of transparency with these prompts:

- What concerns or ideas have my team members shared recently?
- How can I create a safer space for open discussions?
- Am I actively listening to my team's feedback without judgment?
- How can I foster stronger trust within my team?

3. Growth & Development Guide

Provide your team with growth opportunities:

- Identify skills each team member wants to develop.
- Offer mentorship or training resources.
- Encourage goal-setting and track progress.
- Provide constructive feedback that supports development.