



Leadership and Random Acts of Kindness

Some claim that appreciation, civility and respect no longer exist at work, yet when leaders model kind actions, they often inspire others to do the same. We encourage leaders to offer Random Acts of Kindness in unexpected ways. Try one suggestion below and see what happens.

- _____ 1. Say or do something that honors another person in the office when they're not around.
- _____ 2. Send a personal handwritten note to an employee who respects others.
- _____ 3. Leave a post-it note with an encouraging quotation on an employee's computer.
- _____ 4. Recognize employees who assist each other with projects even when not asked.
- _____ 5. Give everyone on your team \$5 or \$10 Starbucks or Dunkin Donut gift cards to give to someone in another department who has been supportive.
- _____ 6. Ask each of your employees who has benefited from a co-worker's kindness to share that example with the team.
- _____ 7. During a staff meeting, showcase colleagues from outside the department who have helped the team.
- _____ 8. Secretly put an encouraging note on the desk of someone who has had recent loss in their family.
- _____ 9. Put a plant on the desk of an employee who is navigating how to support aging parents.
- _____ 10. Print out cards and give them to employees.
 - "You are a model for how to respect others."
 - "Your good humor is contagious."
 - "I admire how you stand up for others."
 - "Thank you for consistently encouraging others."
 - "Thank you for doing the right thing even when no one is watching."
- _____ 11. Print out cards and give them to employees to give to others (examples above).
- _____ 12. Put a bottle of water on someone's desk with a note.
 - "I appreciate how you nourish others."
 - "You bring things to life with your kindness."
 - "I appreciate how you support the growth and development of others."
- _____ 13. Do something unexpected that will save someone from having to do a task they dislike.
- _____ 14. Share a "lesson learned" story with a new employee to help them be more successful.
- _____ 15. Put away distractions and truly listen to what another employee has to say.
- _____ 16. Offer employees time off to volunteer for their favorite charity.
- _____ 17. Donate to "Trees for Life" or a favorite charity to express sympathy.
- _____ 18. When someone asks for a donation for a 5k charity event, give anonymously.
- _____ 19. Start a charity of the month JAR and invite employees to suggest nonprofits to support.
- _____ 20. Start a contest for ideas for the best random acts of kindness employees can do at work.