



July 2022: Building a Harmonious Workplace

**MINES
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A National Business Psychology Firm



***“The Strength of the team is each individual member.
The strength of each member is the team.” – Phil
Jackson***

Welcome to the **July 2022 edition of TotalWellbeing**, your guide to the **8 dimensions of wellbeing**. This month's resources will overview easy ways to build teamwork and foster good relationships at work.

The people that we work with are, for better or for worse, a big part of our lives. For most, we see our co-workers almost as much as, if not more than, our own friends and family. Therefore, it goes without saying that our lives can be much easier, and more productive if we maintain positive relationships with those we work with every day. To help do just that, check out the resources below on preventing misunderstandings in the workplace and building meaningful communication within your team.

Please remember that your EAP is here for you if you need to address communication issues, work-related stress, or just need to talk to someone. You have access to free and confidential counseling, wellness coaching, trainings, unlimited work/life referrals to save you time, and more. Plus, an online resource library full of proactive self-help tools! Visit [PersonalAdvantage](#) for helpful articles, personal and professional development tools, and more!

To your total wellbeing,

This Month's Focus

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The MINES Team

Prevent Misunderstanding in Your Team

When working with others, you're likely to encounter people from different backgrounds with various levels of experience and education. In addition, each person also brings his or her own unique personality to a group. When joining all these differences together, you need to learn how to handle the inevitable misunderstandings and miscommunication that can come from people's diversity. Follow the tips below to learn how your team can optimize communication.

Pay Attention

- When speaking with another person, don't focus on paperwork, the telephone, the objects on your desk, or what you are going to say next.
- Try not to have preconceived notions about what a person is going to say to you. You may suspect that a person is coming to you for a certain reason, but don't let that rule your mind. If you don't give close attention to the person and what is being said in the present moment, you could miss something very important.
- Take nonverbal cues into account. Body language, tone of voice, nervous giggling, or smiles may give you insight into what the person is really trying to say.

Checking for Understanding

Notice if someone looks puzzled when you are talking. He or she may not be following what you are saying. You can help by asking questions that require feedback on what you said and how well you said it.

Ask questions like:

- Did that make sense?
- Can you repeat back to me your interpretation of what I said? I want to see if I missed anything.
- Did I describe that adequately?

Use Facts

Try to use facts, rather than opinions, when demonstrating a point. If coworkers come to you with a disagreement, ask for the facts, and try to help using those facts.

Give Your Time

Some people are quick to catch on to a procedure, while others take a little longer. By spending enough time to ensure understanding among every staff member, you'll know that everyone is on the same page. Have patience when working with each person and you will notice improved work and attitudes throughout the whole team.

Make sure to communicate with your workers at various times, not just when you have criticism. This will help create more positive relationships with workers, and they may be more willing to talk to you when they need assistance or guidance. Be supportive by following these three tips:

- Be polite and cordial with everyone.
- Share good news about accomplishments and achievements.

Talk about concerns and giving feedback.

Remember, if you or a household member are struggling with communication issues, work-related stress, or just need to talk to someone, your employee assistance program is here for you. Resources include free and confidential counseling, wellness coaching, trainings, personal development tools, and more. **If you need additional information or to access services, please call MINES and Associates at 1-800-873-7138 today.** Also, [PersonalAdvantage](#) has a ton of great resources and FREE [webinars](#).

Build Communication Within Your Team

In order to have a productive and successful team, effective communication is key. To encourage communication among your team members, follow these important tips. Check them off as you see them happening:

- Meet with the team to define and review goals.
- Delegate duties so team members can make decisions, set goals, and solve problems on their own.
- Reiterate the purpose of the team and have members contribute ideas on how to achieve the team's purpose.
- Make sure each team member knows what he or she is responsible for.
- Keep an open, safe, and relaxed environment that helps individuals connect.
- Encourage positive and negative feedback; if feedback is negative, make it constructive and for the good of the entire team.
- Schedule regular meetings and keep the meetings focused. Talk about important ideas and review information.
- Have team members focus on cooperation and how each person can use his or her unique goals for the benefit of the entire group.
- Have the team meet for extracurricular activities or after-work get-togethers to help build relationships.
- Remind the team that each person's position in the team is just as important and essential as the next person's position.
- Lead by example: Demonstrate effective and genuine communication.
- Mediate disputes between coworkers. Focus on facts rather than personalities or opinions.
- Praise individuals and the team for a job well done.

If you or a member of your household needs assistance or guidance on any of these wellbeing topics, please call MINES & Associates, your EAP, today for free, confidential, 24/7 assistance at 800.873.7138.

To access past issues of *TotalWellbeing* please visit our [newsletters page](#). This newsletter is aimed at providing helpful information about various aspects of your wellbeing and then connecting it all back to important and relevant parts of everyday life. If you have any thoughts, questions, or content you would like to see covered here please get in contact with us. You can email us directly by clicking [here](#).

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