



Team Engagement
*Transform
your Office*

*Ingram Creative
Concepts*

Employee
Engagement is
Important to
your Company's
Success



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We cannot control the way an employee feels at work.

We cannot demand engagement, job satisfaction, or motivation in the workplace.

But by investing in employee engagement, your company can increase productivity, work quality and retain top talent.

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*“Coming together is a beginning.
Keeping together is progress.
Working together is **SUCCESS.**”*


Henry Ford

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*BEFORE STARTING YOUR
DAY*



Before going to work, we must come in with a fresh and positive attitude. When we leave for work, sometimes things happen. Our whole mindset can change immediately. The kids may have been a handful in the morning, you argued before you left home with your partner, someone cut you off in traffic, or there's even traffic and now you are late to work. The list can go on. I have been there. When you come into work, your staff or employees notice it immediately. You know the saying. "you never know what someone is going through."

Asking an employee or even your boss, "Is everything ok" works wonders.

No matter what happens before you start your day at work, you have the "POWER" to change and go in with a "Positive and Happy" emotion. Going around the office with a bad attitude will not solve anything.

Stop, breathe and Change your Mindset.

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*Visualization or Guided Imagery Exercises to Try Before
Starting your Day*

- Go to a room where you will not be interrupted for 10-15 minutes.
- If you choose to visualize on your own, think of a restful place you have enjoyed or would like to visit. Picture it in your mind. Imagine how you would experience it through each of your senses. Hold that visualization for several minutes.
- Take a few slow and deep breaths to center your attention and calm yourself.
- Close your eyes.
- Imagine yourself in a beautiful location, where everything is as you would ideally have it. Some people visualize a beach, a mountain, a forest, or a being in a favorite room sitting on a favorite chair.
- Imagine yourself becoming calm and relaxed. Alternatively, imagine yourself smiling, feeling happy, and having a good time.
- Focus on the different sensory attributes present in your scene to make it more vivid in your mind. For instance, if you are imagining the beach, spend some time vividly imagining the warmth of the sun on your skin, the smell of the ocean, and the sound of the waves. The more you can invoke your senses, the more vivid the image will become.
- Remain within your scene, touring its various sensory aspects for five to ten minutes or until you feel relaxed.
- While relaxed, assure yourself that you can return to this place whenever you want or need to relax.
- Open your eyes again and then rejoin your world!

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12 TIPS TO STAY MOTIVATED



An engaged employee is “one who is fully absorbed by and enthusiastic about their work and so takes positive action to further the organization’s reputation and interests.

https://en.wikipedia.org/wiki/Employee_eng

Hire People with a Good Attitude

Are you hiring people to fill the chair or grow with your company?

Value your Staff

Do you care about the well-being of your staff? You do not have to pry into someone's personal life, but do you ask how they are doing? How is their family? How was their weekend?

Offer New Work Opportunities

Have staff asked for new responsibilities? Do you offer education? Is there mentorship?

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Respect One Another

Do staff respect one another, or is their office gossip?

Communication & Listening to everyone's Opinions

Have weekly staff meetings to discuss goals, what is new in the office, issues that may be going on, and the schedule.

Standing Up for Employees

Do you stand up for your employees?

Reward Your Team

How do you celebrate your team?



“Bad attitudes will ruin your team.”

Terry Bradshaw

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Take Breaks

Showing appreciation for a job well done allows people time to pause. Are you working straight through the day without lunch?

Pausing to celebrate wins.

Pause to rejuvenate your energy and motivation.

Pause to regroup.



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Environment

*Do you offer a safe work environment,
mentally and physically?*

Goal Setting

Create a plan for success. SMART GOALS

Keep Your Mission Clear

What's your Mission?



10+ Employee Appreciation Ideas

- Have fun outside of the office: bowling, golf, game night at someone's home, or wine tasting.
- Personalize appreciation gifts
- Give a social media shout out
- Implement a mentoring program
- Employee Appreciation Week
- Offer gift cards
- Assist with your employees' commute
- Give them a "Thank You" card
- Throw a "Surprise party at your workplace on staff birthdays
- Provide monetary support for continuing education



Your Next Steps

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