**<INSERT ORGANISATION NAME> POSITIVE WORKING CULTURE DEVELOPMENT CHECKLIST**

| **POSITIVE WORKING CULTURE DEVELOPMENT CHECKLIST** |
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| Your first step in ensuring staff provide dignified and respectful care is to show them how to do this. Having a positive, respectful culture throughout the organisation will help you achieve this. The checklist below gives examples of the steps you can take to implement this. |
| **Examples** | **Done** |
| Offer staff employment terms and conditions that shows you respect and value them. |  |
| Involve staff in developing your organisational values. |  |
| Get staff involved in new policy development. |  |
| Arrange regular training and updates for staff to help them improve and grow. |  |
| Offer staff a career path within your organisation. |  |
| Use appraisal and supervision sessions to help staff to overcome difficulties. |  |
| Treat all staff equally, not showing favouritism to one or two staff. |  |
| Be kind to staff. |  |
| Support staff when things go wrong, rather than chastising them. |  |
| Help staff to excel at their role. |  |
| Give staff autonomy where possible. |  |
| Pay attention to each of your staff member’s health and wellbeing. |  |
| Thank staff for a job well done. |  |