Cultivating a Positive Workplace Culture:

Staff and Committee of Management

As well as an educational environment for our children and an important point of community engagement, our Preschool is also a workplace. We strive to cultivate a positive and progressive workplace culture, characterised by high standards of personal behaviour by all team members within staff and committee.

Take Responsibility

- Be proactive in taking ownership of problems, regardless of their origins, in order to best provide solutions and learn from experiences.
- Have a high level of self-awareness; regularly and openly evaluate your own performance and actively work towards improved performance standards.
- Be aware of your role within the team and community more broadly and strive to work collaboratively towards the Preschool's philosophies.
- Actively seek and provide all information necessary to provide service of the highest standards.

Listen and Respond

- Know our families and community and understand their expectations.
- Actively listen to families and fellow team members to provide the best possible response.
- Be timely and accurate in providing information and responses.
- Share ideas and decisions with families and our community and seek feedback and input.
- Employ communication strategies that are sensitive to differences and best meet the needs of the intended audience.

Show Respect

- Understand the importance and characteristics of an effective team.
- Work to develop and maintain skills and an environment that fosters a productive team.
- Recognise the contributions and achievements of others.
- Show commitment to the Preschool’s philosophies and goals and offer support to team members and families.
- Share knowledge and experience with others in an open and productive way.
- Seek and provide constructive feedback to team members to improve team cohesion and effectiveness.
- Actively involve families, the community and others stakeholders affected by our work.

Think Things Through

- Work in a safe and healthy manner that minimises stress at an individual and team level.
- Actively encourage, evaluate and implement ideas and methods that will improve the Preschool’s service.
• Participate in and facilitate the sharing of new ideas; seek to gain knowledge of new areas and learn from others.
• Seek opportunities for personal growth and professional skill development.

**Be Positive**
• Provide support and encouragement to team members, families and other members of the community.
• Maintain an open culture that encourages free and respectful communication.
• Actively participate in cultivating a positive culture at the Preschool.
• Work to instil a sense of community and kindness in others.
• Lead by example at all times – be a role model for the best our community can be.

Created by Kate Horton and Georgina McCallum, August 2014