

COPING WITH *Emotions* IN THE WORKPLACE



Strategies for Building Emotional Intelligence and a Supportive Work Environment

Emotions are an integral part of our everyday lives, including our work experiences. Coping with emotions in the workplace can lead to better decision-making, improved communication, and higher job satisfaction. This one-pager offers practical strategies to help employees and organizations manage emotions and foster a supportive work environment.

Tips for Employees

Be Self Aware:

- Reflect on your emotions, activators, and reactions.
- Practice mindfulness to stay present and aware of your feelings

Self Regulate:

- Use deep breathing, grounding techniques, or short breaks to help regulate emotions
- Develop healthy coping mechanisms, such as exercise or journaling

Communicate Effectively:

- Share your feelings with trusted colleagues in a professional manner
- Use "I" statements to express your emotions without blaming others

Show Empathy:

- Be understanding and compassionate towards coworkers' emotions
- Listen actively and offer support when needed

Build Resilience:

- Embrace challenges and setbacks as opportunities for growth
- Cultivate a positive mindset and focus on what you can control

Tips for Employers

Foster A Safe Space:

- Encourage open communication and create a non-judgmental environment
- Address conflicts and toxic behaviors promptly

Promote Emotional Intelligence:

- Offer training programs or workshops on emotional intelligence and mental health
- Encourage team-building activities to enhance interpersonal relationships

Provide Support:

- Implement Employee Assistance Programs (EAPs) to help employees cope with stress and mental health challenges
- Create a mental health policy that prioritizes well-being and reduces stigma

Offer Flexibility:

- Offer remote work or flexible hours to help employees maintain work-life balance
- Encourage employees to take breaks and time off to recharge

Recognize and Reward:

- Acknowledge employees' hard work and accomplishments
- Create a culture of gratitude and appreciation