



smallTOKs

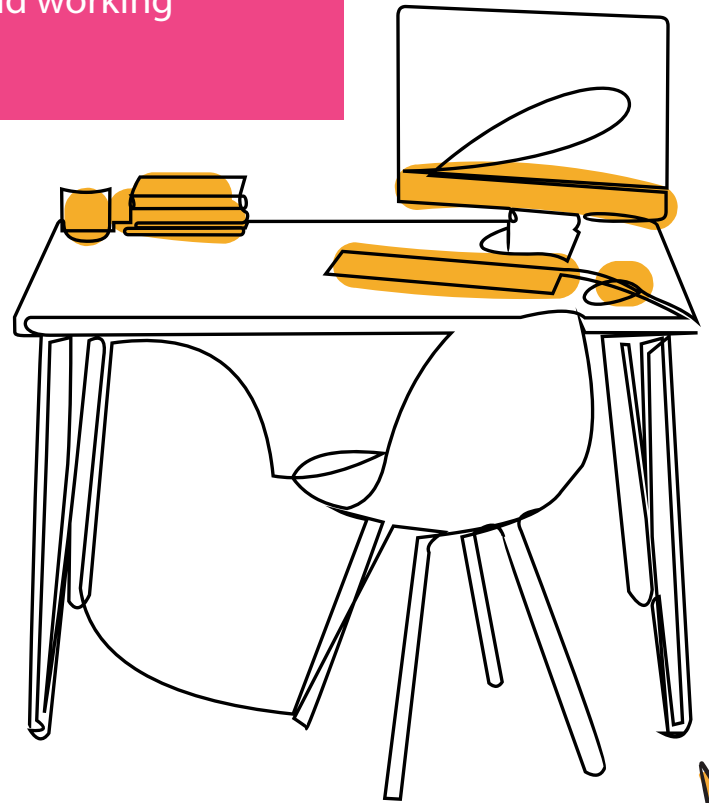
Staying Connected



This workbook is designed to accompany the “Staying Connected: Enhancing Wellbeing in a Hybrid World” session led by Alice. Use this to reflect on the key themes of the session, assess your own experiences, and develop strategies to improve your wellbeing and communication in a hybrid working environment.

Reflection Questions

1. How comfortable are you in your current workspace? List three things that you can change or improve to make it more conducive to your wellbeing.
2. Why is it important to have a dedicated and comfortable workspace? Reflect on how this affects your productivity and mental health.



Conversation Starter

Wellbeing and Connection

1. Alice talks about her background as a positive psychologist. What is positive psychology, and how do you think it can enhance wellbeing in the workplace?
2. Reflecting on your own experiences, what challenges have you faced in staying connected with colleagues while working remotely?
3. How have these challenges impacted your wellbeing?

Reflection Questions

Effective Communication

1. Reflect on a time when you experienced a miscommunication at work. What was the situation, and how was it resolved?
2. How can clear and effective communication enhance wellbeing in a hybrid working environment?



Activity

Enhancing Your Wellbeing

1. List three strategies that you can implement to enhance your own wellbeing in a hybrid work environment. Consider aspects such as routine, physical environment, and social connections.
2. Reflect on the importance of taking breaks and maintaining a work-life balance. How do you ensure that you take adequate breaks and avoid burnout?



Activity

Understanding Better through Reflective Listening

1. Select a Podcast or Audiobook. Choose a short segment (3-5 minutes).
2. Listen Carefully. Play the segment without any distractions, focusing entirely on the content.
3. Summarise. After listening, write down a summary of what you heard, including the main points and emotions conveyed.
4. Reflect. Answer the following questions:
 - ⚡ Were there any moments where you felt uncertain about the presenter/speaker's message?
 - ⚡ How did summarising the content help you understand it better?
 - ⚡ If you were in a conversation with this presenter/speaker, what questions would you ask for clarification?
 - ⚡ How did the process of reflecting back the content make you feel about the accuracy of your understanding?

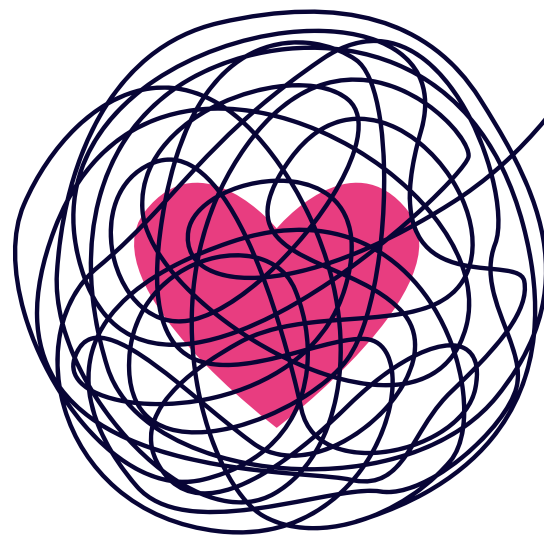


Discuss your summary with a peer or mentor and get their feedback on your understanding. Adjust your active listening strategies based on their input.

Reflection Questions

Understanding Anxiety and Its Impact

1. Reflect on a recent experience where you felt anxious or had a panic attack. What were the triggers, and how did it affect your social interactions?
2. How has the reintegration into social environments post-isolation impacted your mental wellbeing?
3. In what ways can recognising these feelings help you better manage anxiety in future social situations?



Reflection Questions

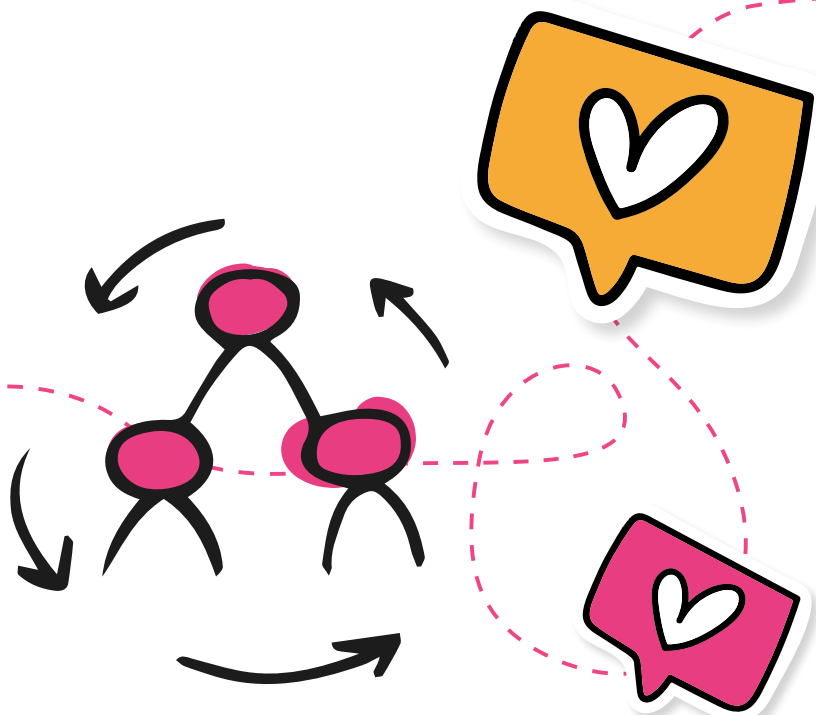
The Importance of Social Connection

1. Think about a time when you felt a strong sense of belonging to a group. How did this connection affect your mood and productivity?
2. How do you currently maintain social connections in your personal and professional life? Are there any relationships that need more attention?
3. What are the differences in your interactions with extroverted and introverted colleagues?

Reflection Questions

Building and Strengthening Relationships

1. Who in your team have you not spoken to recently? How might reaching out to them positively impact your work environment?
2. How do you typically start meetings? Can incorporating a check-in improve team dynamics and productivity?
3. Reflect on a time when a good relationship at work helped you achieve a goal. What were the key factors that contributed to this success?



Activity

1. Reach Out Initiative. Commit to reaching out to one colleague each week for a casual conversation. This could be over coffee, a walk, or a virtual chat. Reflect on how these interactions impact your relationship and work environment.
2. Meeting Check-Ins. Start your next few meetings with a quick check-in round where each team member shares how they are feeling. Observe any changes in the meeting's productivity and overall atmosphere.
2. Active Listening Exercise. Practice active listening with a friend or colleague. During your conversation, focus on giving your full attention, reflecting back what you hear, and showing empathy. Reflect on how this approach changes the quality of the interaction.

Reflection Questions

1. What are the current communication practices in your team that facilitate connection? Are there any that need improvement?
2. How do you balance professional goals with maintaining good relationships at work?
3. Reflect on a time when poor communication led to misunderstandings or conflict. How could it have been handled better?

Activity

1. Connection Opportunities Brainstorm. With your team, brainstorm and list opportunities for enhancing connections at work. This could include regular team-building activities, informal gatherings, or communication training sessions.
2. Empathy Practice. Choose a colleague you don't interact with frequently. Take time to understand their role, challenges, and interests. Reflect on how this understanding can improve your collaboration.
2. Weekly Reflection. At the end of each week, reflect on your social interactions. Note any improvements in your connections and communication. Identify areas for further development and set goals for the coming week.

By dedicating time to reflect and engage in these activities, you can enhance your social connections, manage anxiety more effectively, and create a more supportive and productive environment both personally and professionally.





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