



## NICE Monthly Newsletter

**Practicing NICE fosters, a sense of camaraderie and shared purpose in the workplace.**

Emotions can easily spread through a team, impacting overall mood and performance. Positive emotions can boost morale, while negative emotions can create tension and decrease productivity. Understanding how to navigate (recognize, understand, and manage) your own emotions as well as being mindful of others' emotions can assist in developing a positive workplace culture.

Every month, you will receive a NICE newsletter highlighting ways one can be NICER. Make copies and share with your staff. Post a newsletter in a prominent space where cafeteria staff can see and read.

### Training Requirements

#### **Food Services Manager or Sr. Food Service Worker duties:**

- Allocate 15-30 minutes each month to conduct training
- Conduct a separate 5-minute breakout session on the NICE topic once or twice a month
- Trainings must be completed each month
- File all training materials in the Miscellaneous Folder
- Store training materials with end of year files at the end of the school year
- Complete the survey on the Food Services website to indicate the training is complete

**All NICE tips and information can be used professionally in the cafeteria and/or for personal use at home.**

**Encourage staff to participate in the NICE challenges!**



# Navigating Interpersonal Communications & Emotions

2025 – 2026 September Edition – Culture Club: Positive Workplace Culture

## What is Workplace Culture?

*Workplace Culture* refers to the shared values, beliefs, attitudes, and behaviors that characterize a work environment. It is the “personality” of an organization, shaping how employees interact, work together, and feel about their jobs.

A positive workplace culture promotes trust, respect, and a sense of belonging, leading to increased employee engagement and productivity.

Positivity in the workplace starts with you. No matter what your role is you have the choice to create a positive workplace culture.

## Your Actions Are Contagious

Have you ever yawned, not because you were tired or sleepy but because you saw someone else yawn first?

### Why?

Mirror neurons in your brain cause you to unconsciously mimic actions around you, like a yawn or a smile.

### Research Shows:

Negative emotions like stress, anxiety, and boredom are just as contagious as yawns and smiles.

## What Mirror Will You Hold

What you show your team will be reflected back upon you. What is your reflection going to be?



## NICE Reflections

Fill in your thoughts:

What is something I did today to help a coworker?

What is one meaningful step I can take tomorrow to strengthen trust?

How can I encourage open and supportive communication with coworkers?

## Challenge

### One Positive Action a Day Checklist

Initial or place a sticker for each day actions are completed. At the end of the week, discuss which action felt easiest and which actions made the biggest impact.

- ☐ Smile or simply saying “Good Morning” to a teammate.
- ☐ Give a genuine compliment to a coworker.
- ☐ Help someone without being asked.
- ☐ Say “Please” and “Thank you” when asking for assistance.
- ☐ Practice active listening – to avoid confusion or misunderstandings.
- ☐ Leave your workspace cleaner than you found it.

Small, consistent actions make the workplace feel more respectful and supportive. Over time, these habits become part of the culture.

What kind of culture do you want to create?

Do you want to create a culture that lifts people up or tears people down?