BUILDING A NONPROFIT TEAM DRIVEN FOR SUCCESS

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DO YOU HAVE THIS IN YOUR WORKPLACE?
WHEN, IN FACT, YOU SHOULD HAVE THIS
Several things to mention at the get-go!

- **There is no such thing as a perfect work place.** It doesn’t exist. It never has and never will.
- **Personal and personnel issues will always spill over into the workplace.** It’s part of life. We’re human.
- **In your lifetime, you’ll spend more than one-third of your life with co-workers.** So, you either have to embrace your current situation, change yourself or look for new work if the office environment will not work for you.
- **You cannot change people. Trust me on this.** Hire skill sets, not personalities.
The 8 Keys I have learned over my professional career to build a non-profit team driven for success!
NO. 1: EMPLOYEE RECOGNITION
Five easy ways to recognize employees

1. Feed them …
2. Give them time off …
3. Recognize them (kudos among co-workers)
4. Honor them with a gift to a charity of their favorite choice
NO. 2: COMMUNICATE
1:1 meetings

Keep your office door open

Take the time to listen, not hear what you’re employees are saying

Avoid backstabbing

Create an honest, open culture

Effective Communication

- Transparency
- Assertiveness
- Clarity
- Active Listening
- Precision
NO. 3: OFFER PROFESSIONAL DEVELOPMENT
Professional development should be a hallmark of all non-profit budgets. If it is not, talk with your board president and/or treasurer to find ways to include it in the budget. **It is essential!**

Jim’s “two” hand rule for learning
NO. 4: EMPOWER.  
EMPOWER. AND 
EMPOWER SOME MORE
To understand the heart and mind of a person, look not at what he has already achieved, but at what he aspires to.

KAHLIL GIBRAN
Problems disappear when we are willing to become flexible.

~ Roxana Jones

NO. 5: FOR GOODNESS SAKE, BE FLEXIBLE
I’m quite certain very few people in the non-profit work are punching in and out every day.

Non-profit work is hard. It’s demanding. It often takes us away from our families …

So

1. Don’t sweat the small stuff
2. Be understanding. People have lives.
3. Put yourself in their shoes
NO. 6: SET EXPECTATIONS AND HOLD EMPLOYEES ACCOUNTABLE
If we do not set expectations for your employees, how are we to measure an employee?

Who remembers these?

How do we hold employees accountable for their work productivity?

Do we? Why Not?
NO. 7: HAVE FUN. YES, HAVE FUN IN THE WORKPLACE
You can find humor in most situations. You really can. Have a good laugh!

We’re not working in an assembly line here folks. We are in a relationship business … it’s ok to laugh … it’s ok to let loose … it’s ok to have fun in the workplace.
LAST BUT NOT LEAST

NO. 8: AVOID DRAMA AT ALL COSTS

“Don’t waste time on what’s not important. Don't get sucked into the drama. Get on with it, don’t dwell in the past. Be a big person; be generous of spirit; be someone you admire.”

Allegra Huston
Fact: 78 percent of people in the workplace spend three to six hours a week listening to complainers.

Advice: Be selective about who you are sharing your personal thoughts with while you’re on the clock.

Fact: Drama happens. You alone can choose whether you want to be a part of it. Avoid toxic dumping!
QUESTIONS?

DISCUSSION

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