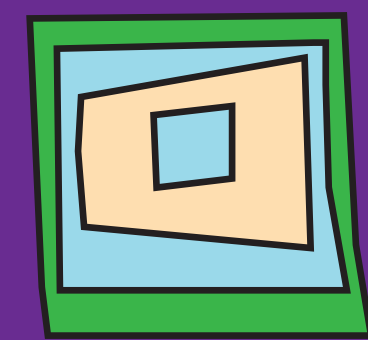
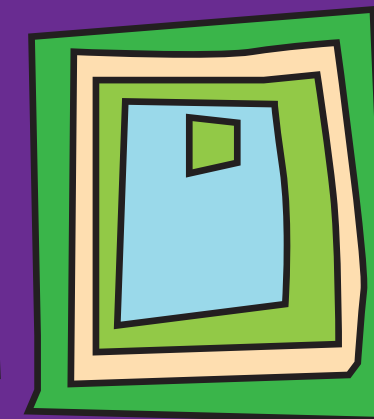


**Be Nice
(Or Else!)**



**“Please take
responsibility
for the energy
you bring into
this space.”**



Dr. Jill Bolte Taylor

**Stroke survivor and
author of *My Stroke of Insight***

Visionary Leadership

Leadership is not an office job!

Visionaries Create Magic – They are present and play to create fun and laughter, which inspires loyalty.

Visionaries Invest in Relationships – They put people first and build long-term, healthy relationships.

Visionaries Show Up – They are present at meetings, trainings, certifications, celebrations, and events.

Visionaries Are BE and DO Leaders – They work *in* their business, not just *on* their business, by working and playing side by side with their team.

Visionaries Are Motivational Speakers – They empower and inspire others to take action.

Visionaries Follow the System – They study their company's systems and inspect to make sure they're in place.

Visionaries Are Cheerleaders and Coaches – They direct and celebrate team performance.

Visionaries Make the Ordinary Extraordinary – They focus on little things to create an extraordinary experience.

Visionaries Serve, Solve, and Sell – They focus on knowing and growing their business.

Visionaries Teach and Lead by Example – They have a lifestyle that represents health, wellness, honesty, integrity, and balance.

**Your behavior determines what your team values.
*How do you spend your day?***



Green Team

What is it?

A group of environmentally focused change makers, committed to protecting the environment and making a difference in the workplace and community

How does it work?

Be a...

- **Tree Hugger** — Help to ensure the recycling of materials within the workplace and community.
- **Water Keeper** — Educate the workplace and community on water conservation and preventing water pollution.
- **Community Changer** — Facilitate and participate in workplace and community activities to support the protection and beautification of our environment.
- **World Changer** — Help to educate the community and world on the 3 R's of Going Green: Reduce, renew, and recycle.

Activities may include:

- Recycling cans, bottles, and paper
- Educating your workplace and community on Going Green
- FUNraising for the environment
- Contacting the local and federal government to create change
- Tree planting
- Ocean cleanups
- Plug patrol

Purpose

To provide learning opportunities and activities to motivate your workplace and community to become involved in environmental conservation, protection, and beautification to *save our planet!*



Quitter's Club

What is it?

An employee-run club

Purpose?

To support, encourage, and motivate everyone to quit smoking and remain smoke free

How does it work?

Team members support each other in being nonsmokers and work as a team by:

- Publicly acknowledging their dedication
- Signing a "Commit to Quit" poster
- Attending weekly Quitter's Club support meetings
- Promoting a smoke-free lifestyle
- Supporting a smoke-free workplace
- Creating Magic! with educational activities
- Making quitting FUN rather than a burden or chore

The Joy of Being a Quitter

Many people smoke because they attach joy to smoking and pain to quitting. The Quitter's Club members acknowledge there is pain in smoking and joy to quitting.

SMOKER'S PAIN

- Serious diseases
- Smoker's cough
- Smelly hair and clothes
- Yellow teeth and nails
- Money drain
- Premature aging
- Harming others with secondhand smoke

QUITTER'S JOY

- Better breathing
- Increased energy
- Pleasant personal aroma
- Better-tasting food
- More money
- Control over your body
- Improved environment



Be Nice
(or Else!)

Bitch-Buddy Contract

How to Be a Bitch-Buddy

1. You must sit and LISTEN. Only give advice and input if they are requested.
2. You absolutely cannot use the information outside of the conversation in which it was shared. You cannot share it with other people, and you cannot bring it up with the person at another time.
3. The next day, the person who bitched to you will most likely be back to their wonderful, positive self. You cannot bring up the bitch session or information that was shared with you the previous day.
4. The bitch-buddy system works best when one person is bitching and one is supporting. The bitch session is not for matching wits, comparing stories, or having a who-had-the-worst-day competition.
5. Your bitch-buddy isn't just for bitching. You must also share the news when things are going great.

My Bitch-Buddy Promise

- ✓ YES, I will be your bitch-buddy.
- ✓ You can complain, moan, whine, and bitch to me on those days when you need to get mean, nasty, and ugly.
- ✓ I promise not to judge or think less of you, because you need to express yourself.
- ✓ I promise that I will not do anything with the information you share.
- ✓ I promise that I will not repeat it to anyone.
- ✓ I promise that I will not give you advice or feedback unless you ask me to.
- ✓ I promise that I will not hold the information against you later.
- ✓ When you request a bitching session, I promise to hold back my personal complaints and woes for another bitching session at another time.

Signed _____

Be Nice
(or Else!)

From the book *BE NICE (OR ELSE!)*, by Winn Claybaugh
1.800.459.4007, www.BeNiceOrElse.com

Gathering Guidelines

"Guidelines for Creating the Ultimate Staff Meeting"

- 1. Sit in a circle.**
- 2. There are no "problems" - only "challenges" and "opportunities."**
- 3. There is no such thing as a "complaint" - only "suggestions" with at least two solutions!**
- 4. There are no dumb questions, dumb answers, or dumb ideas.**
- 5. Criticizing, teasing, put-downs, and sarcasm are the only taboos.**
- 6. It's okay to say, "I don't know" or "I changed my mind."**
- 7. If you don't agree, say so, and explain your thoughts.**
- 8. It's good to have a mind of your own. Use it only when it matters.**
- 9. Keep asking until you really understand.**
- 10. Failure is not fatal!**

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Golden Rules

"A Code of Conduct"

1. Be on time. (Always.)
2. Always be in a great mood. (Fake it when necessary.)
3. Come to work prepared.
4. Be informed. (Read all memos and information.)
5. Gossip is not allowed.
6. Hold each other accountable (24-Hour Rule).
7. Resolve all personal challenges with love.
8. Go to the decision maker with any apparent unsolvable challenges. Use the "Go In Asking" Rule.
9. Be knowledgeable, literate, and articulate.
10. Always "look the part" of an impeccable professional.
11. Be professional always.
12. Do not get personally involved with clients.
13. Personal lives remain personal.

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Guiding Principles

"Principles for Creating the Ultimate Learning Experience"

1. Education is an adventure of discovery.
2. People learn best when they are having fun.
3. Making a mistake is not fatal. We make "discoveries" not "mistakes."
4. Learning is blocked when fear is present.
5. Praise is the best motivator.
6. The learning process is not good or bad; it simply is working or not working. If it is working, we improve it. If it is not working, we change it.
7. The word *education* means to "draw out," not to "put in."
8. Learning opportunities are everywhere.
9. The goal of education is to inspire change in beliefs and behavior.
10. A staff that trains together stays together.

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Praise in Public.

**Reprimand,
Redirect & Coach
in Private.**

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Be Nice (Or Else!) Team

What is it?

An employee-run service and motivation team

How does it work?

Be Nice (Or Else!) team members are staff members who embody the Be Nice culture and lead by example, using the book *Be Nice (Or Else!)* as their guide. Team members:

- Create Magic within their workplace and community and encourage employee and staff involvement in Creating Magic.
- Encourage a “give back” attitude of service.
- Recognize coworkers in need and offer support through phone calls, love notes, etc.
- Support nonprofit and community events.
- Support the Be Nice culture within the company by helping staff members become more successful by being nice.

Purpose

To Create Magic for staff members, their workplace, and their community and motivate others to become involved in the Be Nice revolution.

