

PSYCHOLOGICAL SAFETY USER MANUAL

Daily

Weekly

Monthly

Open Communication

- Start each day with a brief team check-in
- Encourage team members to share ideas and concerns



- Hold a team meeting focused on open discussion
- Provide structured feedback to each team member



- Conduct a thorough review of communication channels
- Organize a team-building activity that fosters communication



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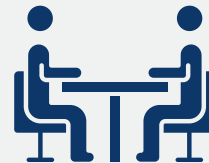
Active Listening

- Practice active listening in every interaction
- Acknowledge and validate team members' contributions



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- Schedule one-on-one meetings with team members
- Seek feedback on your own leadership style



- Reflect on feedback received and implement changes where needed
- Host workshop on effective communication and listening



Inclusivity

- Ensure all voices are heard in meetings
- Acknowledge cultural events and diversity



- Rotate meeting leadership among team members
- Highlight achievements from diverse team members



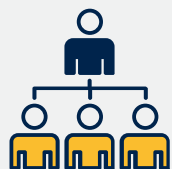
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- Review team diversity and inclusivity goals and progress
- Facilitate a diversity and inclusion training session



Empowerment

- Delegate meaningful tasks
- Provide autonomy in task execution

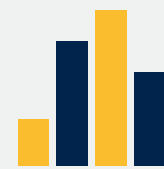


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- Celebrate small wins and progress
- Encourage team members to lead projects or initiatives



- Review development plans with team members
- Assess and adjust levels of autonomy and empowerment



Feedback & Growth

- Offer constructive, real-time feedback
- Ask for feedback on your leadership and decisions



- Conduct a mini-review of projects or tasks
- Encourage peer-to-peer feedback sessions



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- Hold formal performance reviews or growth discussions
- Plan and set goals for team and individual growth

