各位同仁：

新春大吉！
谨祝大家身體健康，工作順利。
並祝願大家常存感恩快樂，
與家人朋友共享豐盛美滿的新一年。

正向工作間及員工發展委員會 敬賀

Dear Colleagues,

Happy New Year!
Wishing you and your family good health and happiness.
Let's stay thankful and cheerful all year round!
With Best Wishes,

Committee on Positive Workplace and Staff Development
工作由懂得欣赏及感谢做起

Working with an Appreciative Mindset and a Thankful Heart

一般人在工作的时候都忙于工作，有时候会忽视了欣赏及感谢的重要性。其实，欣赏及感谢在工作中的重要性不容忽视。它不仅能提高工作效率，还能增强团队的凝聚力。本文将探讨欣赏及感谢在工作中的作用，以及如何在工作中实践欣赏及感谢。

【欣赏及感谢】

欣赏及感谢是工作中的重要环节。它不仅能提升工作满意度，还能增强团队凝聚力。欣赏及感谢可以是对于同事的赞美，也可以是对于自己努力的肯定。无论是在工作中还是在生活中，我们都应该学会欣赏及感谢。

【工作中的欣赏及感谢】

在工作中，欣赏及感谢是提升工作满意度的重要手段。它能让我们在面对困难时保持积极的态度，也能让我们在面对成功时保持谦虚。欣赏及感谢不仅可以增强团队的凝聚力，也能提高工作效率。因此，我们应该在工作中实践欣赏及感谢。

【人生中的欣赏及感谢】

在生活中，欣赏及感谢同样重要。它不仅能让我们在面对困难时保持积极的态度，也能让我们在面对成功时保持谦虚。欣赏及感谢不仅可以增强团队的凝聚力，也能提高工作效率。因此，我们应该在生活中实践欣赏及感谢。

欣赏及感谢是工作中的重要环节。它不仅能提升工作满意度，还能增强团队凝聚力。欣赏及感谢可以是对于同事的赞美，也可以是对于自己努力的肯定。无论是在工作中还是在生活中，我们都应该学会欣赏及感谢。
When a majority of people spend most of their time at work, a happy and harmonious working environment is, therefore, something they would all look forward to. But in what way can it be found and grasped? We took this opportunity to pay a visit to Professor Benjamin Wah, Provost and Wei Lun Professor of Computer Science and Engineering at CUHK. He has been engaged in academic work at the university since he set foot in the working community. We would hear him elaborate on why an “appreciative and thankful” heart is a significant factor in building up a positive workplace.

“Appreciation and Gratitude” — Budding Thoughts

Professor Wah’s “appreciative and thankful” thoughts derived from Professor C. V. Ramamoorthy, the advisor for his doctoral thesis. “I’ve enjoyed the privileges of being enlightened by my mentor, not only in doing academic research, but also in my way of life and the way I work.” Prof. Wah’s mentor is an Indian reaching 89 years old in the current year. Since they met in 1975, the deep-seated mentor-mentee bonding has never faded away.

Prof. Wah reminisced about his mentor’s demeanour: the mentor always carried a bright smile on his face, always showed appreciation for students’ work regardless of significance in achievement, which greatly encouraged his students. “To show appreciation for people does not cost anything, but the person who receives the appreciation will enjoy the benefits it brings. When I felt I was being encouraged, I would feel like empowered, and I would like to do even better.” This experience has led him to understand how important it is for “appreciation and gratitude” to act as a drive for motivation.

To this day, Prof. Wah is still especially thankful that his mentor introduced him to different people in the academic circle, which helped him get started in the academic world; more importantly, during his studies he was taught by example the way to deal with people and matters in the community in future. That is why by the time Prof. Wah completed his PhD studies, he was aware that he had also grown into a “new man.”

“Appreciation and Gratitude” — A Working Culture

Inspired by his mentor, Prof. Wah entered the workplace bringing with him “appreciation and gratitude.” “Gratitude is a positive reinforcement through which you will get to know how well you have done your job.” Prof. Wah believed that we should learn to appreciate people in their work, and that we should not grudge in expressing our gratitude. When colleagues gain recognition, they will naturally put in more thoughts and efforts into their work, and achieve even more.

On top of personal performance, a culture of appreciation and gratitude can also encourage team members to make good use of their strengths and support each other, enhancing positiveness in teamwork. “Taking note of how they are being nurtured by the institution they serve at, they will come to ask themselves what they can do to make a difference.” Through figuring out how to interact with the working team, people can position their role within the team and make positive contributions.

So how to go about creating a “working environment endorsed by appreciation and gratitude”? Prof. Wah believes it is particularly important to keep an open mind. As people have different views and opinions, a thankful atmosphere does the job of encouraging people to say what is on their mind. A diversity of views will always bring benefits to the development of an institution. When studying in the States, Prof. Wah was able to appreciate deeply the benefits an open culture could bring. He recalled there were lots of opportunities for open discussion in overseas colleges where students would participate and speak their mind; they were able to communicate freely with college heads and even the president during meetings, which would eventually help in the growth of individuals and institutions.

What to do when facing “pressure”?

More often than not, work pressure will damage staff morale resulting in negative emotions and thereby affecting the building up of a thankful atmosphere in the workplace. Prof. Wah believed that: in modern days the pressure that people feel at work, to a certain extent, is attributable to excessive demands. We must understand that there are people out there in the community that are superior to us, just as there are others who are inferior to us. The most important thing is to learn how to be contented. “Today, as long as I can accomplish my work within my ability, there are no regrets; then I should feel thankful. Well done! I’m contented.”

Prof. Wah looked back at himself when he was working as a “small wage earner” at the university, but then the standard of living was not necessarily worse than it is now. Nevertheless, people nowadays set “own a car and own a property” as their goals, adding immense pressure on themselves. He believed that we should not get anxious for success. “Most of the time, we need to work hard, need to wait. We shouldn’t be thinking about getting what we want one day away. In this way we will not have imposed such great pressure on ourselves.” What is more important is the mentality: relax, with eyes wide open, be a visionary.

In addition to self-imposed pressure, getting along with colleagues can put pressure on us too, such as when different views exist among colleagues or that there is a communication issue. Prof. Wah pointed out when there were different voices in the workplace, the best solution would be putting ourselves in the perspective of the other party, to enable us to understand their standpoint. A go-between could be arranged to help coordinate communication when necessary.

He reminded us when facing difficulties, we should not make any impulsive decisions; we should calm down and think of a good solution. Sometimes leisure activities will help us de-stress. For Prof. Wah, he loves to go country hiking when ever time permits. Besides enjoying the changing scenery along the way, it will also give him time for reflection on decisions and practice made in everyday life. The most important thing is to embrace positive thoughts, because “very often when we think from the perspective of the worst scenario, the worst will happen in the end.”

To practise “Appreciation and Gratitude” in our life

When asked who should be our target of appreciation, Prof. Wah explained that we should be thankful to every person we encountered. “When someone did well or offered you a favor, you should always express gratitude to this person.”

While on campus, every time he saw sincere smiling faces on students at the graduation ceremony, or when his opinions were accepted and adopted by his colleagues in faculty meetings, Prof. Wah would feel a sense of contentment and gratitude.

Having taken up several key positions in the university, Prof. Wah follows a hectic work schedule and is therefore very grateful to his wife and twin daughters for their understanding. “My greatest regret is not having enough time to chat with my two daughters and to go on family outings together. Very often the responsibility of taking care of them was shouldered by my wife. I am thankful that today my two daughters have grown up to become independent persons and performed outstandingly in their work.” Under the influence of their father, the two sisters have chosen to go down the “Computer Science” road. They expressed gratitude to their father not only for inspiring them to embark on the road of scientific research, but also for his role model so that when obstacles were encountered in their research, such as: when an academic paper was not selected for publication, they were able to remain positive and optimistic.

Life motto

“Appreciation and gratitude” is not only applicable to work as a positive outlook can bring changes to life. As far as Prof. Wah is concerned, “Committed to the right things and always perform to the best of my ability,” is his motto. Life is short, do what we can, persevere on the right track, then life should have no regrets.”
**Staff Thankful Day**

**7.12.2015**

Staff Thankful Day was held by the University for the first time on 7 December, 2015 to encourage colleagues to express more appreciation and gratitude to each other by sending thank you cards.

In the morning, our Vice-Chancellor, Prof. Joseph Sung, issued an e-mail to all staff members expressing his gratitude and encouraging them to praise more and give more thanks to each other. “I understand my colleagues, I see them in teaching and research, administrative support, or providing a variety of other services such as gardening, cleaning, maintenance, etc., and for all dedicated people in their respective positions, and are often willing to consider for other people more and to take one further step to help. The beauty of the CUHK environment lies not only in its lake and scenery, but also in the harmony and friendliness among colleagues, so that those of us who follow a daily routine in this piece of land will enjoy the pleasantness of the place as much as we enjoy that of the spring breezes on our face.”

On the same day, Prof. Freedom Y.K. Leung of the Department of Psychology gave a noon talk on “Stay Thankful Why?”, which received an enthusiastic response with close to 200 colleagues in attendance. Before the talk, Professor Michael Hui, the Chairperson of the “Committee on Positive Workplace and Staff Development”, presented prizes to three winners of the “Thank You Card Design Competition”. The awards were: Dr. Cheung Ho-Yan Yammie, Global Studies Programme (1st prize); Ms. Carmen K.M. Chan, the Asia Pacific Institute of Business (2nd prize); and Ms. Wilma W.M. Leung, School of Architecture (3rd prize). The designs of the three winners were printed as thank-you cards and folders for departments to order and distribute as free gifts to staff members.

A series of Staff Thankful Day activities filled up the entire CUHK campus with an atmosphere of gratitude and appreciation, echoing Professor Sung’s words at the end of his e-mail: “A kind word and a thank you from you and me will make this town of gently rolling hills an even prettier place to be!”
Employees expressing appreciation in their own way and nice manner.

1. Wilma, the second runner-up of the "Thank You Card Design Competition", wished that every office would be like the natural environment in CPIE, beautiful and charismatic, colourful and diversifying. Just like her award-winning "You color my Cu working life", colleagues' greetings and care could often transform a monotonous and unwelcoming landscape into a gorgeously colourful picture. She also thanked colleagues for chipping in different suggestions during the design process. She was thrilled to bits when her design won the competition.

2. Carmen, the programme manager of the Asia Pacific Institute of Business, was the first runner-up for the "Thank You Card Design Competition". She told the reporter that morning she had received a thank you card from a colleague who was working in another department, thanking her for going her support in the past; she was indeed pleasantly surprised. She also intended to take this opportunity to express gratitude to colleagues working alongside with her. In the afternoon of the same day her boss, Wendy, was going to hold a thanksgiving tea gathering in the office for colleagues to share delicious food.

3. Sophia is the Student Development Officer of the Student Affairs Office. She felt that the Staff Thankful Day was very similar in concept to the iCare programme she was responsible for. She therefore attended the ceremony to show her support. She would also write greeting cards to colleagues to express concern and gratitude, hoping to create a pleasant and harmonious working environment.

4. Sena, who is a Personnel Manager at the Personnel Office, believed that a word of thanks in the workplace is enough to turn the working environment into a more positive and harmonious one. She hoped that today would not be the end for the culture of gratitude and appreciation among colleagues but rather the beginning.

5. Prof. Michael Hui presented a souvenir to Prof. Freedom Leung of the Department of Psychology, who had given as special talk, to demonstrate in person how express gratitude.

6. Staff members in the Office of Academic Links not only shared home-made cakes, they were invited to eat out together during lunch time, as an act of appreciation for being dedicated to their work.

7. To show appreciation for the efforts and contributions of colleagues, the United College arranged an afternoon tea gathering as a boost to their moral.
你會為自己的雙眼而感恩嗎？「認識視障之旅」工作坊

Would you be thankful for your own eyes?
Workshop: “A journey to understand the visually impaired.”

每天一雙最熟悉的雙眼，你可曾為自己的雙眼而感謝？你是否考慮過，視障人士生活中的點滴？

為了讓更多人了解及關心社區內視障朋友（包括視障生）的狀況與需要，人事處及學生事務處籌辦了「認識視障之旅」工作坊。本工作坊，我們邀請了香港視障人士協會代表及兩位視障人士，以親身經驗分享視障人士日常生活的情況，讓同學們更深入了解視障人士面對的各種挑戰及日常生活的智慧，從而建立一個關愛共融的社區。

事實上，視障人士的生活會如我們想像中的那樣？經過訓練後，視障人士都可以獨立生活，煮食、戲劇、唸書、運動、上網、沖調飲品、甚至拍照等，甚至也有部份視障人士在書寫、繪畫等方面有著驚人的成就。

其實，視障人士日常生活會如我們所想像中的那樣？經過訓練後，視障人士可以獨立生活，煮食、戲劇、唸書、運動、上網、沖調飲品、甚至拍照等，甚至也有部份視障人士在書寫、繪畫等方面有著驚人的成就。

工作坊中，兩位視障朋友——阿飛（全失明人士）及阿東（假癱）分享了他們生活中的點滴。通過聆聽他們的故事及經驗，同學們對視障人士的生活有了更深入的了解。阿飛分享了他從事 calcular 工作時的體驗，阿東則分享了他將來的計劃。

工作坊結束後，參加上們都有很深的感觸。學生們表示，這個工作坊讓他們更了解視障人士的生活，也讓他們更加珍惜自己的雙眼。

由此，我們更應該感謝自己的雙眼，感謝它們讓我們看到這個多姿多彩的世界。讓我們一起，為自己的雙眼而感謝吧！

10
Five love languages in the workplace: words of appreciation that touch the heart

When was the last time you acted on your own initiative to express appreciation to your co-worker? Do you still remember how your co-worker reacted? Surprised? Move? Or, embarrassed? Disappointed? Be they supervisors or subordinates, getting people’s recognition and encouragement will be the heart’s common desire. But then, people prefer different ways of expression.

“The Five Love Languages”, a book series written by Dr. Gary Chapman, pointed out that people will have their own favorite way of expressing love, and will also be more receptive and responsive when others express themselves in the same way. Some people like affirmation and encouragement in language, while others prefer practical support through action. Therefore, understanding our “primary love language” and the reason behind our way of expressing love from day to day can help us understand ourselves much better; while grasping the “primary love language” of others allows us to communicate “love”, appreciation and thanks to each other more effectively; it can also help us deliver positive messages in the workplace more effectively.

1. Words of Affirmation: Give words of praise for people’s work or personal integrity in a specific way, using positive language. (For example: “Your proposal was written in details and clarity. I believe you must have given a lot of careful thought to write and verify. I really appreciate your effort and thoughtfulness!”)

2. Quality Time: Give your undivided attention to people and listen to their thoughts and feelings. (For example: When colleagues tell you what’s on their mind, devote all your attention to listen carefully, smiling and nodding to give affirmation and encouragement.)

3. Acts of Service: Provide assistance to your colleagues and subordinates when they need it, give praise and thanks through “action.” (For example: When your colleague is in search of information for a working report through a sleepless night and on empty stomach, find the required file for him/her.)

4. Receiving Gifts: Select gifts that make you smile, give gifts that make your colleagues happy, and do it willingly. (For example: When your colleague is trying to meet a rushed deadline, bring him/her a small box of flower pens or other gifts.)

5. Physical Touch: Physical touch that is considered appropriate and acceptable by the person who receives it will bring warmth and support! (For example: When you see a close co-worker looking depressed, give him/her a pat on the shoulder lightly for encouragement and support.)
你的主要愛語又是那一種呢？
以下提供10題測驗與大家分享：

測驗共有30題，請從兩個句子中挑出比較合適的敘述，最後填入各題號前面的選項即可。

1. 我喜歡收到朋友送我的小禮物。
2. 我喜歡收到朋友送我的小禮物。
3. 我喜歡收到信。
4. 我喜歡收到信。
5. 我喜歡收到信。
6. 我喜歡收到信。
7. 我喜歡收到信。
8. 我喜歡收到信。
9. 我喜歡收到信。
10. 我喜歡收到信。

11. 我喜歡收到信。
12. 我喜歡收到信。
13. 我喜歡收到信。
14. 我喜歡收到信。
15. 我喜歡收到信。
16. 我喜歡收到信。

17. 你喜歡收到信。
18. 你喜歡收到信。
19. 你喜歡收到信。
20. 你喜歡收到信。
21. 你喜歡收到信。
22. 你喜歡收到信。
23. 你喜歡收到信。
24. 你喜歡收到信。
25. 你喜歡收到信。
26. 你喜歡收到信。
27. 你喜歡收到信。
28. 你喜歡收到信。
29. 你喜歡收到信。
30. 你喜歡收到信。
要感恩，不需要「感恩節」，因為勤做感恩練習，有助你抗衡負面情緒，增強壓力管理的能力及強化我們快樂感覺。以下的小貼士將有助你建立感恩的習慣。

You don’t need to wait until Thanksgiving to feel grateful! Gratitude helps us fight against negative emotions, strengthens your stress-coping repertoire, and increases your happiness. The following tips help you to develop your gratitude habit:

1. **每天早上或睡前，寫下三樣值得感恩的事：**
Write down at least three things you are grateful for every morning or before bedtime:

- 日積月累，當我們不斷重溫所寫下的感恩事件時，便會產生一種愉快的感覺。
- Read what you have written from time to time. As time goes by, your happiness grows as you go through them.

2. **為我們所擁有的感恩：**
Count Your Blessings:

- 凡事都不是必然的！睡醒，能看到四周的景物，可以自由走動，可以上班，可以有家人朋友相伴，分享感恩等等，這一切一切都是值得感恩的事情。試數數你所擁有的！
- Don’t take things for granted! Be blessed that you can wake up in the morning, see things with your eyes, walk around freely, able to work, have family or friends to be with after work and share our days. Start counting things you have and are worth grateful for!

3. **為遇上的挑戰感恩：**
Thank for challenges you encountered:

- 不和諧的人際關係、不幸的經歷、不順利的人生等等，的確會帶給我們不同的負面情緒，但它們同時為我們提供學習應付難題的經驗，使我們可以不斷成長，變得更有智慧和能力。
- Poor interpersonal relationship, misfortunes and setbacks in life and work will undoubtedly trigger negative emotions. However, they also offer opportunities for us to learn to cope with difficulties, as well as to get wiser and more competent each day with these successful experiences!