



VALUES WORKSHOP AGENDA

ONE DAY WORKSHOP

Use the Values Statement White Paper and Worksheets to conduct the workshop.

Agenda

- 8:30 – 8:40 Introduction/Why we are doing this
- 8:40 – 9:00 What are Organisation Values – definition
- 9:00 – 9:30 Examples of good and bad Values
- 9:30-10:00 Organisation Vision
- 10:00-10:30 Organisation definition – what makes it special
- 10:30-11:00 Morning Tea
- 11:00-11:30 Who typifies the organization and the way it operates
- 11:30-12:30 Planet and Moons exercise stages 1-4
- 12:30- 1:30 Lunch
- 1:30 - 2:00 Make each value actionable
- 2:00 – 3:00 Conduct Values test
- 3:00 – 3:30 Afternoon Tea
- 3:30- 4:00 Finalise actionable Values
- 4:00-5:00 Develop ‘live the values’ plan

VALUES WORKSHOP WORKSHEETS

ORGANISATION VALUES

Organisation Values are a representation of the organisation's culture.

Example Values for BBC:

- Trust is the foundation of the BBC: we are independent, impartial and honest
- Audiences are at the heart of everything we do
- We take pride in delivering quality and value for money
- Creativity is the lifeblood of our organization
- We respect each other and respect our diversity so that everyone can give their best
- We are one BBC: great things happen when we work together

Example list of common organisation Values:

- Accountability – Acknowledging and assuming responsibility for actions, products, decisions, and policies. It can be applied to both individual accountability on the part of employees and accountability of the company as a whole.
- Balance – Taking a proactive stand to create and maintain a healthy work-life balance for workers.
- Commitment – Committing to great product, service, and other initiatives that impact lives within and outside the organization.
- Community – Contributing to society and demonstrating corporate social responsibility.
- Diversity – respecting the diversity and giving the best of composition. Establishing an employee equity program.
- Empowerment – Encouraging employees to take initiative and give the best. Adopting an error-embracing environment to empower employees to lead and make decisions.
- Innovation – Pursuing new creative ideas that have the potential to change the world.
- Integrity – Acting with honesty and honor without compromising the truth
- Ownership – Taking care of the company and customers as they were one's own.
- Safety – ensuring the health and safety of employees and going beyond the legal requirements to provide an accident-free workplace.

Other Examples:

- Focus
- Customer-Centricity
- Care
- Bravery
- Transparency
- Fun

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ORGANISATION DEFINITION

What makes your organisation special?

Ask yourself these questions:

What makes us unique?

What is the way we do things around here?

What is the history of the organisation?

What was the organisation like when it was doing really well?

What do people say they like about us?

What is their brand experience?

Use the answers to these questions to list below some words to describe the organisation:

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WHO IS TYPICAL?



Name some people who typify the organisation and the way it operates.

Ask your self these questions:

What standards do these people have?

What do you respect in them?

What do you like in them?

How do they get things done?

Use the answers to these questions to list below some words to describe these people:

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QUESTIONS

Consider these questions to help you focus on possible alternative core values:

- What stories of human achievement inspire you?
- In the past, what work experience has made you feel most satisfied?
- What situations at work make you feel most strongly? (both positive and negative).
- What is one principle that you wouldn't break for any reason?
- Under what circumstances does work take precedence over family?
- Under what circumstances does the end justify the means?
- How would you describe the organisation's culture?
- What is it that makes teams work well together at work?
- How do you want former staff to talk about the organization after they leave?
- How would you describe senior management's relationship with staff?
- How would you describe the organisation's relationship with customers?

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PLANET AND MOONS

Planet and Moon Exercise

1. Make a long list of words that might be your core values. Place each word on a sticky note and place all of them on wall. (see below a list of possible values - note these are for inspiration only and you should come up with your own list separate from this list)
2. Assemble all similar values together in groups. (Five groups maximum).
3. Choose one word within each grouping that best represents the label for the entire group. Place that word (planet) in the centre of the group and surround it with the other words (moons)
4. Do a final check on the 5 core values (moons) to ensure that none of them fall into the category of “aspiration for the future” rather than authentic core values.
4. You now have your core values.
5. Make each word actionable. To make the word actionable add a verb. Eg Fun could become “Create opportunities to have fun at work”.
6. Write the value statements in order of importance.

List of 500 values:

The following website has a list of 500 values that you could use to form your own long list of values in Step 1. Use this as stimulus - not just picking ones you like.

<http://www.threadsculture.com/blog/company-culture/core-values-list-threads/>

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IMPLEMENTATION



Living the Values

To make the organisational Values mean something everyone in the organization has to 'live the Values'.


Make a list of things you can do to reinforce organisational values.

Some thoughts to stimulate discussion are:

1. Think of ways to make your values visible to staff and customers.
2. Think of possible training for staff in key values.
3. Think of ways you could evaluate or select staff based on values
4. Think of ways to encourage staff to speak out about breaches of values.
5. Think of ways to challenge people when you see them do and say things that undermine values or praise people when they embrace values.

Finally, remember that values lead to action and must be communicated and monitored every day. The best way to do this is by using the Culture Firm App to ensure everyone in your organization is living your values.

VALUES 7 POINT TEST



This Values Test asks you questions that will ensure that your Values are clear, motivating and actionable.

1. Are the Values clear, concise, compelling and easy to grasp?
2. Are the Values something you are willing to hire on?
3. Are the Values something you are willing to fire on?
4. Do you expect these values to still be relevant in 10 years time?
5. Would you personally still hold this value if you moved to another company?
6. Would you change jobs rather than give up this value?
7. Do the values align with your Mission, Purpose and Value Proposition?