

Worksheet

Team discussion – values and behaviours

Organisational values set the scene for the way people are expected to behave while at work. Taking some time to talk about what those values are and what the expected behaviours look like is a great way to create shared understandings. This will also help people to recognise when those behaviours are not happening and call them out.

The below exercise will help your people to understand your organisation's values and how they are expected to behave at work. The purpose of this exercise is to create a formal document that each person can sign, stating they understand the organisation's values and agree to behave in accordance with those values.

If your organisation doesn't have formal values, take some time to discuss with your people what these should be before starting this exercise.

Instructions:

1. Break the team in to small groups (3-5 people) and give them the worksheet below.
2. Ask each group to list the organisational values in the left column and then write the behaviours that we are looking for in the right column. Write each value on a separate piece of paper.
3. Ask someone from each group to report back what the group came up with for each value.
4. As each behaviour is discussed, ask the wider group if they agree as they will need to sign the final document agreeing to the behaviours. If they all agree, record this agreed behaviour on the piece of paper.
5. At the end of the exercise, record what was agreed under each value and prepare a document that each team member can sign at the next team meeting.
6. Regularly review and ensure the values are incorporated in their orientation process.



Organisational value	What does this look like in our team?
<i>(e.g. Respect)</i>	<i>(e.g. We aim to always speak to people in a civil manner, we take time to understand people's backgrounds, we care about people's feelings when we interact with them.)</i>