

CREATING YOUR CORE VALUES

WHAT ARE CORE VALUES?

The Core Values of an organization are those values we hold which form the foundation on which we conduct ourselves and perform our work. We have an entire universe of values, but some of them are so primary, so important to us that we make them our priority. In an ever-changing world, Core Values are constant.

Core values are not descriptions of the work we do or the strategies we employ to accomplish our Vision. The Core Values underlie our work, how we interact with each other and our customers, and which strategies we employ to fulfill our Vision. The Core Values are the basic elements of how we go about our work. They are the practices we strive to use every day in everything we do.

WHAT DO CORE VALUES ACCOMPLISH?

- Govern our relationships
- Guide business processes
- Clarify who we are
- Articulate what we stand for
- Help explain why we do business the way we do
- Guide us on how we teach and train
- Guide our growth as individuals and as an organization
- Guide us in making decisions
- Underpin the whole organization

Would you mind spending a few hours working together through a fun process for you to define your values?

GUIDELINES TO CREATING CORE VALUES:

- Decide on a process to create the Core Values
- The golden rule of brainstorming “There are no bad ideas in brainstorming”
- Use open and assertive communication during the process
- Be respectful during the process
- Priorities your values into ideally 4-8 Core Values
- Have a consensus on the final Core Values

May I suggest a decision making process as our guide in creating these Core Values?

SUGGESTED DECISION MAKING PROCESS:

1. Analyze the Situation or Problem
2. Determine Objectives or Goals
3. Brainstorm Possible Solutions
4. Evaluate Possible Solutions and Decide

5. Implementation (Who has the R)
6. Evaluate Your Outcome and Process

IN THE ANALYZE THE SITUATION OR PROBLEM STEP:

- Ask the team what the situation or problem is.

IN THE DETERMINE OBJECTIVES OR GOALS STEP:

- Ask the team what the objective or goal is.

IN THE BRAINSTORM POSSIBLE SOLUTIONS STEP:

- Ask the team for a volunteer to record ideas on the easel pad.
- Ask the team what is the golden rule of brainstorming.

IN THE EVALUATE POSSIBLE SOLUTIONS AND DECIDE STEP:

- Ask if each team member will write down their top 10 values
- Use them to ultimately pick the top collective 4-8 values as Core Values.

IN THE IMPLEMENTATION STEP:

- Ask if someone will volunteer to create a definition for each value, as it pertains to your organization.
- Ask the team if they will each review these definitions and give their feedback and ultimately get consciences on the definitions.
- Ask the team if they will each give a real life behavior example, pertaining to their organization, for each Core Value.
- Examples: (If Open and Assertive Communication is a Core Value) 1. If I ever have a question, doubt, concern, suggestion or fear I will be an assertive communicator and discuss it with the appropriate person. 2. I will serve as an active listener when others are communicating. 3. I will share my thoughts and feelings honestly and respectfully. I will look for win – win solutions when discussing ideas and issues.

IN THE EVALUATE YOUR OUTCOME AND PROCESS STEP:

- Ask the team if they are happy with their outcome.
- Ask the team if you had it to do this process over or ever have a similar task in the future, would you have any suggestions to improve this process.