Roadmap Example:
Team Alignment with Company values

CON TRACT

personal progressive

The below roadmap can be used to get teams aligned with already existing company values, and to have them identify positive behaviours associated with the values.
A manager or internal HR specialist can facilitate the sessions as described below.

WORKSHOP: TEAM ALIGNMENT WITH COMPANY VALUES (3 HOURS)

Time	Process	Material
15 min	**Welcome and Introduction** • Welcome: what you want to achieve with the workshop • Check-in round: My best moment/ worst moment at work this week *Facilitation tip: Create positive energy right from the start! Tell the group you are excited to discuss and create values with them…*	Welcome, Agenda on Flipchart

15 min	**Why are values so important?**
	• Ask the team why they think values are important and collect responses on a flipchart.
	• If the team has not mentioned them, you can add some of the following points:
	   o Values are ideas that we believe very strongly in and can be shaped by deeply held beliefs or convictions
	   o Values are important to us all, we are governed by them in either our daily and working life, whether we recognize them or not
	   o Organizational values are the unseen drivers of our behaviour, based on our deeply held beliefs that drive decision-making.
	   o Our company's (or team's) values should provide the framework which get us engages with each other (team, customer, stakeholder)
	   o Our values influence and shape our company culture, so they describe "*the way we do things around here!*"
	   o By gaining understanding of the things that we value as business, we can determine what direction we should take in everyday situations, but also during time of uncertainty
	   o Being in work situations that go against your values are unpleasant situations for you – so the aim is to create situations in which you are in line you're your values
	
	Facilitation tip: Get the team to think about the importance of values… it's important that you ask them first, before giving your thoughts – just to get them active.
	
	You could have a slide or two describing the thoughts about values, or you could just speak about them verbally – sometimes slides make things more impersonal!
		Slides (maybe)

20 min	**Self- Reflection on company values** • Check with the team if they know the company values?	Flipchart with

	• Either write the values they name on flipchart, or show them the company values
	• Clarify with the team the understanding of each word. What does it mean in general? What would be a definition?
	• Ask the team to discuss in pairs:
	    o What is the company value that resonates strongest with you (if there is more than one, choose one for the time) and why?
	    o How do you see yourself living this value already?
	    o Is there an organisational values that you don´t feel strongly about or have a question about? Why do you think so?
	• Get pairs to feedback in to the whole group (10 min)
	• Jot down the values some people do not connect with on flipchart.
	
	Facilitation tip: spend time on the positive connections they have with a value, acknowledge the situations they speak about. If someone does not connect to a particular value, ask the group if someone else does, and why?
	Do not try and 'convince' everyone about every value. The values are 'set' at this point, and this session is about having them connect as much as possible with the values – refer them to the next discussion.
		questions they need to discuss

15 min	**Connecting with the values…** Look at the values some did not connect with so much. Break the team into groups, and have them discuss: • If this value was not 'lived' at work, what would happen in our workplace? Ask them to jot down their thoughts on flipchart (5 min). then ask them to present their thoughts to each other (10 min). Does anyone have any further thoughts? *Facilitation tip: depending on your organisation, this part might cause some negative or skeptical comments, particularly if your team feels that some values are not 'lived' in the organisation. Try to be as neutral as possible here, listen to their feedback, and let them know you will communicate this to relevant parties if applicable. Then encourage them to look at how THEY could live the value more, even if others do not – based on the principle that the only people we can really change is OURSELVES.*	
15 min	**Creating positive behaviours around values** • Break into pairs or small groups, each group takes 1-2 company values • Each group creates 3 "I-Statements that provide positive examples for the value. What would it look like if this value was lived in the team every day? Give the give the groups 15 min, then ask them to present their thinking to the others. Does everyone agree? If not, discuss! How could it be rephrased to represent the end result of the discussion?	Flipcharts Markers

	Facilitation tip: Example for this. Value = Transparency. I-Statement: I communicate as best as I can. I do not hold back information. When I struggle with a task, I let others know. Etc. Again – even if others do not live this value, this does not mean the team cannot!	
15 min	**COFFEE BREAK**	
15 min	**Creating positive behaviours around values - presentation** Ask the group to present their thinking to the others. Does everyone agree? If not, discuss! How could it be rephrased to represent the end result of the discussion?	
45 min	**Peer to peer recognition system** Get the team to identify positive behaviours in others that are aligned with the company values. Depending on team size, do this in 1 group (up to 6 people) or 2. For each person, do the following: - Look at the person and as a team, find 2 ways in which this person already lives one of the values. Acknowledge the person for this. - Switch to next person. *Facilitation tip" If the team struggles to acknowledge someone with a link to the values, make sure you are able to do so!* *Also, make sure they do not give critical feedback at this point, this is about affirming behaviour, not giving constructive feedback.*	
10 min	**How do we want to move forward?** Discuss what you want to do differently as a team moving forward. Do you want to use the values as base to give each other feedback, both positive and constructive? Have you put up your values somewhere visible?	
5 min	**Check-out** Each person: how was this session and what has changed for me…	