

PLUS BONUS
EXERCISE
FOR YOUR
TEAM



WORKBOOK

Defining Your Shared Team Values



Welcome!

I'm honoured to share the most important foundational piece any leader can put in place to give their team a stronger sense of certainty during uncertain times. It's something so powerful that it will get most teams through the toughest storms. In my 20 years of working as an executive coach with leaders and their teams, I've helped them build strong foundations and coach them along the road to high-performance.

In this workbook, you'll learn one of the most powerful tools I offer my clients: how to develop your own set of Shared Values. These values will act as your team's North Star and guide everything you do, offering certainty during both great and challenging times.

I encourage you to take action and use the strategies and tools in this workbook, and I know you'll be amazed by the results.

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Exercise Overview

How will we act when we work together? What are we willing to be held accountable for—and what can we count on each other for?

01
STEP

Discover Individual Values

Create awareness around each team member's personal values, then make them publicly known in a team setting

02
STEP

Discover Shared Meaning

Discover what each participant's top values are and the meanings they ascribe to them

03
STEP

Uncover Common Values

Synthesize the common threads, values and meanings until you can distill 6-8 recurring themes

04
STEP

Declare Your Shared Values

Reconvene for a follow-up meeting to present the core themes and officially proclaim them shared values



STEP

Discover Individual Values

Create awareness around each team member's personal values, then share them with the team

How will we act when we work together?

Arriving at a set of shared values requires us to explore the meaning values have to each team member at an individual level first. Values are at the core of our being. When we get to know each other at this intimate level we begin to truly understand and value each other for who we are and we can build on the values we have in common. We also begin to understand where we might be in conflict and where we need to make adjustments in our beliefs and behaviours.

This exercise requires individual team members to become aware of their own personal values first and to then make them publicly known in a team setting. Guide your team through the questions on the following pages. If you would like to offer them a physical copy, you can print pages 6-8 of this document.

Please give your team ample time to complete the exercise. Take some time for an introduction, explain the importance of the exercise and what will be available to the team once the values are in place, and thank everyone for taking the time to complete the self-reflection exercise, explain the process, and get started.

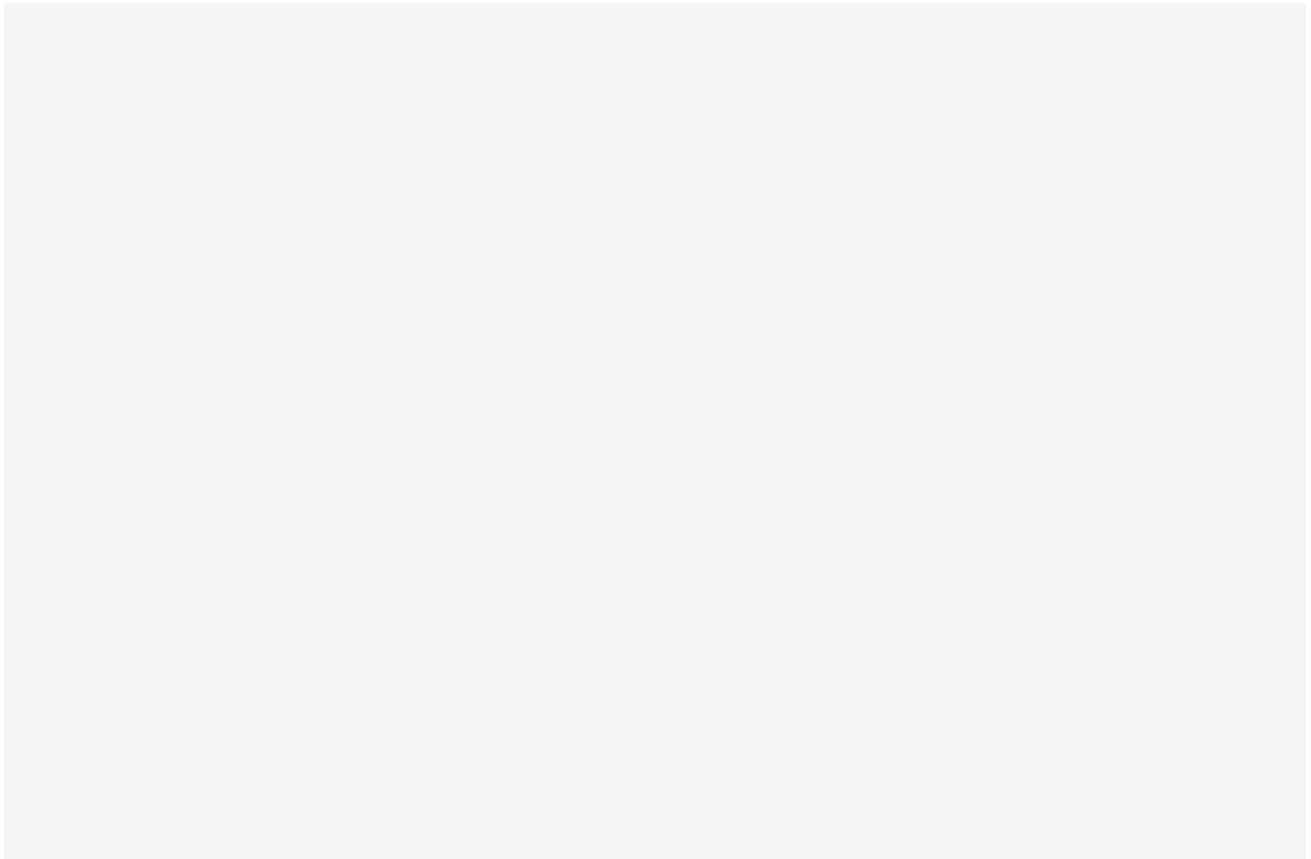
Remember to go last as the leader because of your influence. You don't want to sway people from sharing their true values. Calculate about 5 minutes for each person to report out and multiply that by the number of people on your team. Thank everyone for their openness and willingness to share their core values, and let them know how much you appreciate learning more about them and what matters to them.

Allow others to ask questions and share closing comments. Tell them about next steps and when you'll reconvene to adopt the shared values. There's not a set time to do this in, just a process to follow.

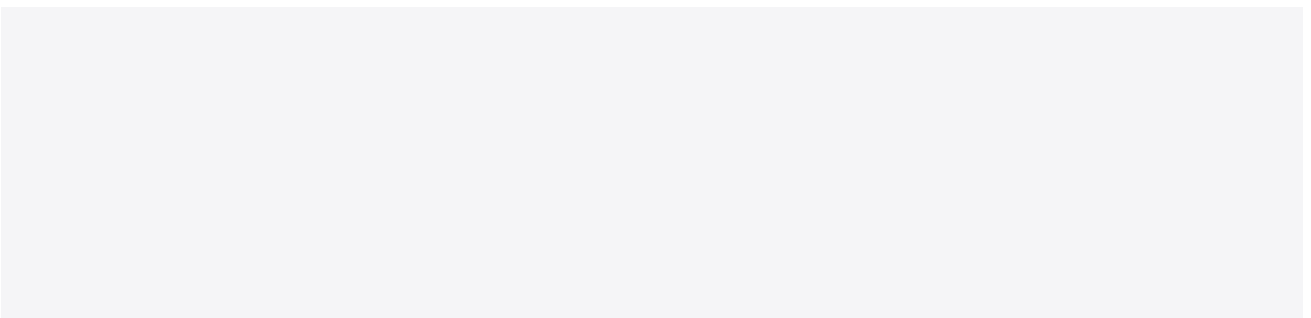
Personal Values Worksheet

Please take the time to ponder the following questions

What do you value most as a member of this team (e.g., trust, respect, fun, learning)? Write down as many things as you can.



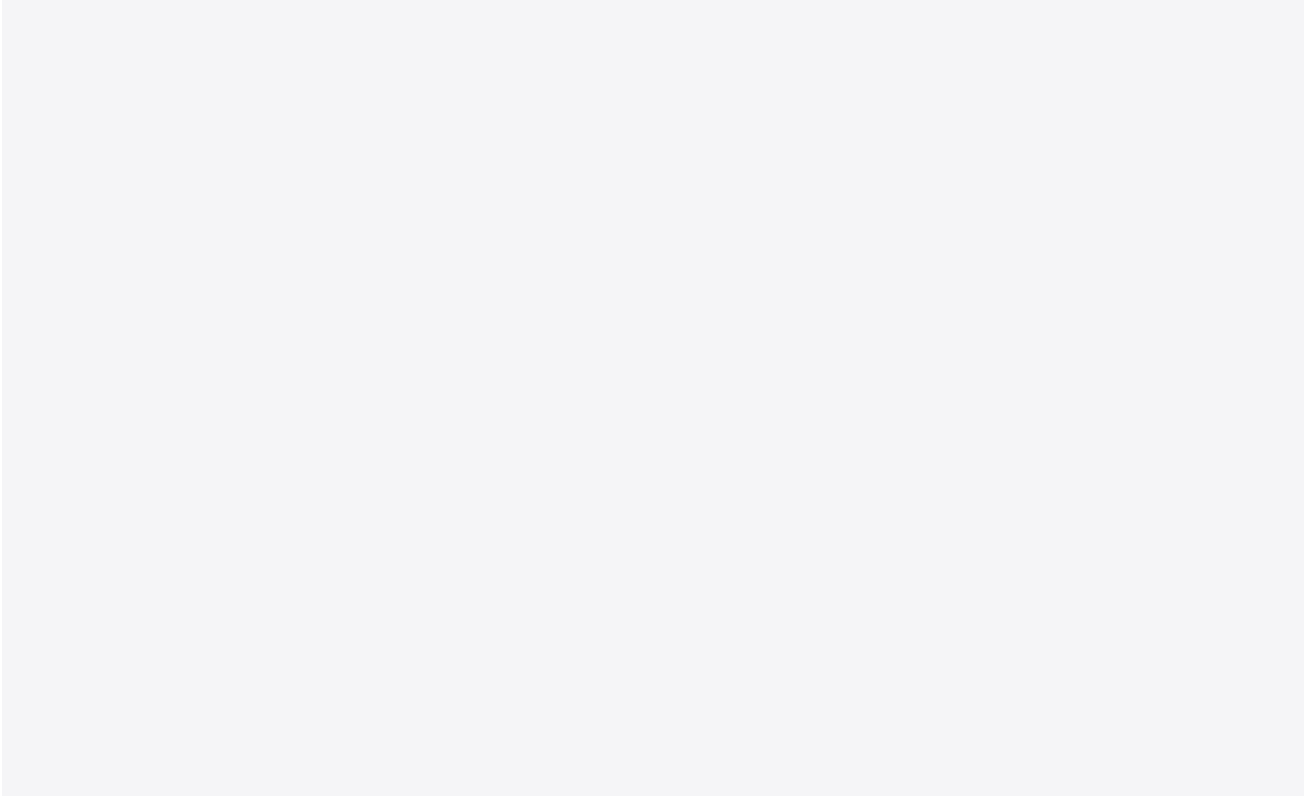
You probably noticed some of the same feelings overlapping and saw commonality between some of your values. If you had to distill them, what would your top 6-8 values be?



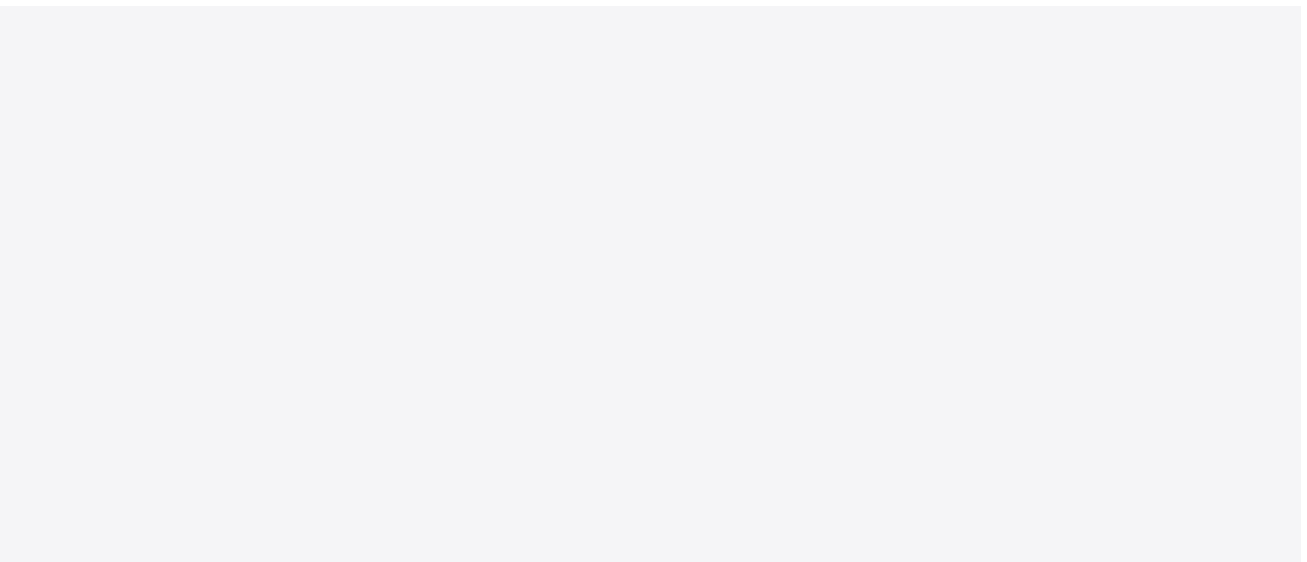
Defining Your Shared Team Values

Explore the feelings of motivation that come from each of your top 6-8 values.

What does each value give you personally? What feelings do they generate for you? How do you feel when you are operating from these values?

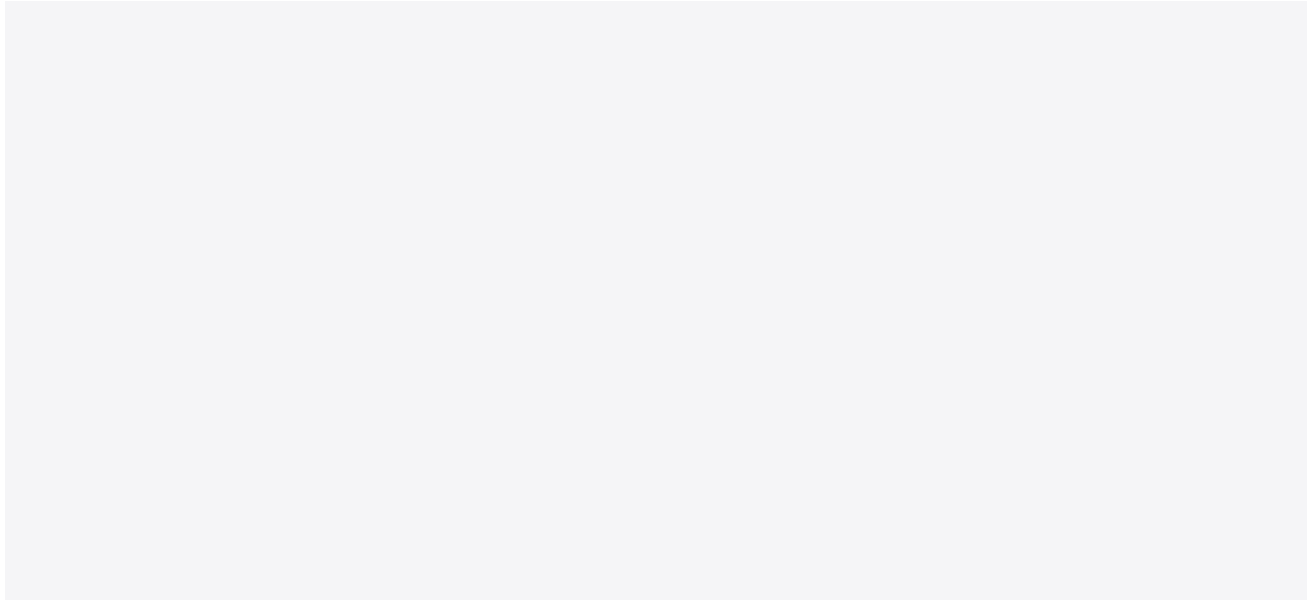


How do you feel when others are operating from these values?

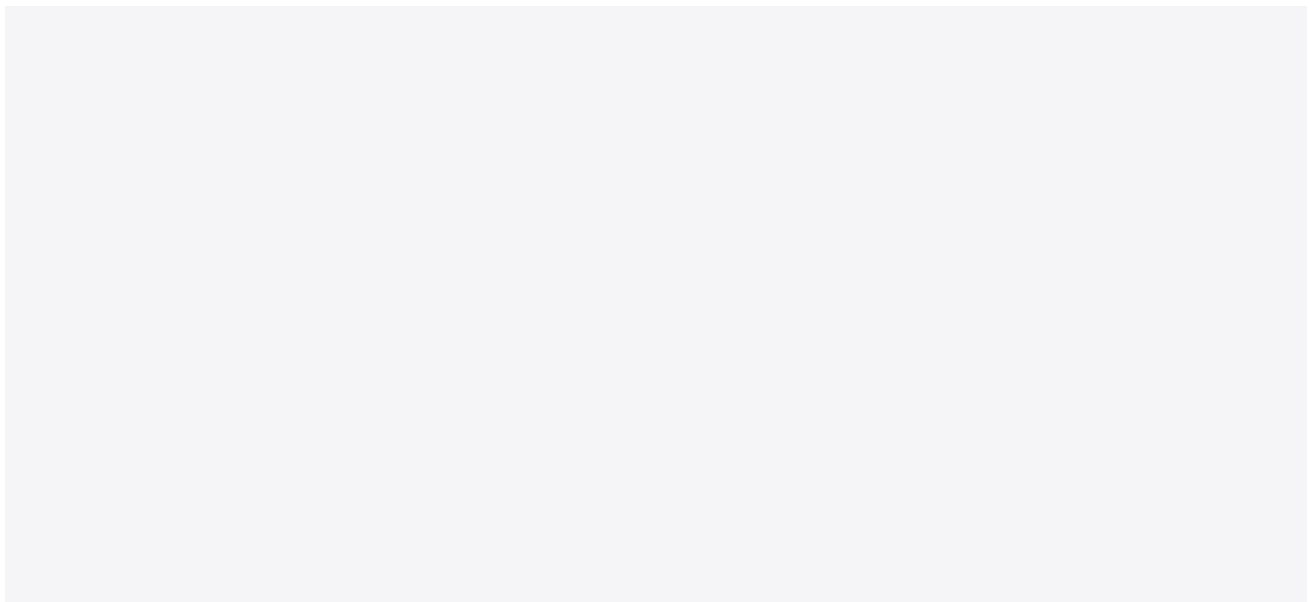


Defining Your Shared Team Values

Who can you be, or what can you offer others, when you operate from each value? Write a response for each of your top values.



How will others impact you when they operate from each value?



Allow yourself sufficient time to reflect on each questions. Once you're done, write each of your 6-8 values on separate post-it notes and be prepared to share the meaning each one has to you with your team. Try your best to place your values in hierarchical order, beginning with your most important value.



STEP

Discover Shared Meaning

**Discover what each participant's top values are
and the meanings they ascribe to them**

02

MODULE

Discover Shared Meaning

Group Exercise: What Each Team Member's Values Mean to Them



Prepare a large board with 6 or 8 grids (depending on how many guiding values you want for your team), in which everyone can place their top 6 or 8 values. Let each team member walk up to the board, attach their values, and then talk about the meaning each of their values has.

Have two people take notes on the meaning each individual attached to their values. The meaning is more important than the word. Make sure they capture the words verbatim.

STEP

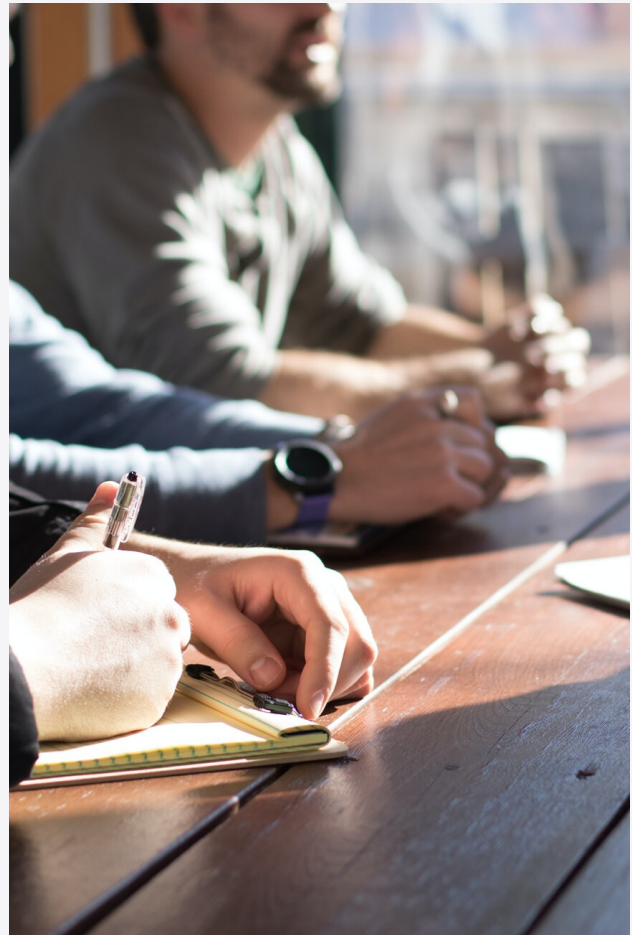
Uncover Common Values

Synthesize the common threads, values and meanings until you can distill 6-8 recurring themes

Find the Common Themes & Declare Your Shared Values

Once everyone has had a chance to declare their values and has been heard, have the two note takers synthesize the common threads, themes, and meanings that were mentioned in relation to the values identified. Have them come up with the top six or eight themes that became most dominant and noticeable during the explanation of the meaning of the values.

Schedule a follow-up meeting with the whole team to review the final values.



STEP

Declare Your Shared Values

**Reconvene for a follow-up meeting to present
the core themes and officially proclaim them
shared values**



Present the Common Values

Reconvene for a follow-up meeting and have the common themes presented back to the entire group. After allowing for discussion, officially adopt the team's new shared values and ensure everyone has a copy of them.



Your Team's North Star

After everyone has signed off and agreed that they have been captured correctly, your team's common values will become the non-negotiable guide posts for the way the team agrees to interact with each other in the future.



Lead With Your Values

We can breathe life into our values by incorporating them into our day-to-day life and shaping our team culture. They will help inform and shape our policies, help us hire for fit, we include them in our performance reviews, and use them to navigate conflict. Our values help us decide how we get our work done and how we interact with each.

Final words

Sometimes we'll notice that we see things differently than the rest of the team members and we may feel like the odd man or woman out. This doesn't have to be a bad thing. In fact, teams that honour and appreciate their differences are often well balanced as long as they know how to respect these and learn from each other. This is why it's so important for teams to be able to come together with the intention to learn from and with each other.

When we notice our differences, we need to check our thoughts, beliefs, and feelings that generate around this awareness. What are the stories that might be preventing us from connecting fully? Do we feel valued? Is it safe to express our views? We need to be willing to examine our thoughts and feelings to look at how these are playing out. Other times we may learn that we have completely different values that no one else on the team shares.

Going through this exercise will sometimes highlight our own incompatibility with the team, which may suggest that it would be best for us to deselect ourselves from the group to find a tribe more suitable for us, or we might consider receiving some feedback from other team members or seek out coaching to learn how to better fit in if we want to stay.

Fortify Your Team With Coaching

Uncovering your shared values is only the first building block in creating your team charter and is a vital aspect of leading a highly effective team. If you believe your team would benefit from additional workshops and trainings, I welcome you to reach out to book a complimentary 30 minute session to find out how we can best work together.

I look forward to hearing from you!

Angela

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CONSULTATION](#)