

FACILITATOR GUIDE: DISCOVERING AND IMPLEMENTING CORE VALUES

THE FACILITATOR'S JOB:

1. To create a positive learning environment
2. To maintain the group's focus and keep them on track with course material
3. To encourage everyone to participate
4. To remain neutral, treating everyone fairly, making sure everyone has a chance to participate and encouraging everyone to engage
5. To ask the sample questions below or insert your own

LEARNING OBJECTIVES FOR THE COURSE:

1. Learn to properly define core values and understand why they're so important to use in the organization
2. Discover your core values and know if you've selected the right ones
3. Implement 8 strategies to make your core values memorable
4. Communicate your core values to your team and keep them 'alive' in the organization

SESSION LENGTH: 60 - 90 MINUTES

General (5 - 10 minutes)

- ✓ What was your greatest takeaway from the course?

Module 1 (10 - 15 minutes)

1. Have you ever worked for a company or any organization (other than ours) that used core values?
2. How did the values impact the organization? Or did they?

Module 2 (30 - 45 minutes)

1. What is your most important value in your personal life/at home?
2. Which values did you discover for our organization? (List them all on a flip-chart/whiteboard)
3. Go through each value and ask whether or not they pass the 'acid test.'
 - ✓ Would you fire over violations?
 - ✓ Are the values being lived out daily?
 - ✓ Have people who have not worked out violated them?
 - ✓ Are you willing to 'walk past' the value?
4. Narrow your list until you arrive at 3-5 core values.
5. Are any of the values chosen 'overlapping'? (i.e. Are any of the values you chose saying the same thing?)
6. Think of a person who didn't work out. Which value did they violate? (They should have violated at least one.)

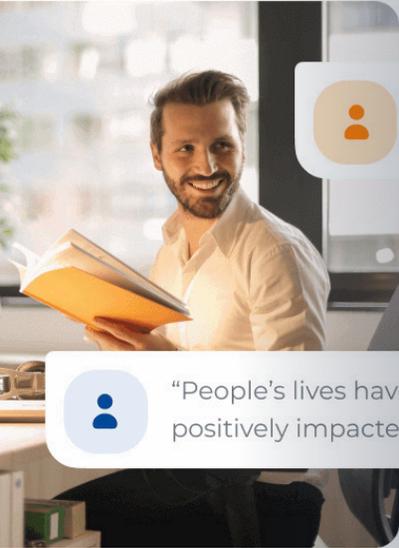
Module 3 (15 - 20 minutes)

1. How can we start using these values today?
2. How could we make our values memorable?
 - ✓ Use alliteration?
 - ✓ Use an acronym?
 - ✓ Use a company saying(s)?
 - ✓ Tell company legends? If so, which ones?
 - ✓ Put them on the walls?
 - ✓ Talk about them in meetings?
 - ✓ Publicly (or privately) acknowledge good behaviour?
 - ✓ Use them in decision making?
 - ✓ Give out core values awards?
3. How can we communicate the values to the whole organization?
4. Does every person in a leadership role live out the values?
 - ✓ Write the values down and have each leader score themselves out of 10 for how well they live out each value

Wrap-Up

1. Any other questions/comments?
2. Discuss which course is next, when it will be completed and the date/time of our next meeting.

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- ✓ Dealing with under performers
- ✓ Learning the process to hire a-players
- ✓ How to fire with minimum pain and drama
- ✓ Objectively assessing your team
- ✓ Building your personal annual plan

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