**Values Challenge**

**for Organisations**

**Facilitator Manual**

**World Values Day – 17th October 2019**

[**www.worldvaluesday.com**](http://www.worldvaluesday.com)

**#WorldValuesDay**



**Contents**

**What’s this about?**

**How to prepare for the Values Challenge workshop**

**Timing**

**Things to bear in mind**

**Participant materials**

**Post-workshop follow-up**

**What’s this about?**

* Our values guide and shape our lives. When we live in alignment with them, we feel good about ourselves and we are happier, more purposeful, more fulfilled. If we override them, we get stressed and unhappy. In other words, they are the drivers of our wellbeing – our mental and emotional wellbeing, and to an extent even our physical wellbeing.
* Work environments become stressful when there is a mismatch between how our values tell us we should behave, and pressures on us that make us behave in a different way.
* Organisations that look after the wellbeing of employees gain from better levels of motivation, productivity and retention. The values/wellbeing connection is too often overlooked in organisational wellbeing programmes.
* **This year the focus is on how any misalignment between our personal values and our work environment – what we do, hear, say or think at work – affects our wellbeing, and how we can take steps to better align our personal values with our work.** The idea of World Values Day is that collectively, if we are aware of our values and put them into action more and more each and every day, we can change ourselves, our organisations, and our whole world for the better.

**How to prepare for the Values Challenge workshop**

1. Involve as many colleagues as possible in this initiative. If there are more than 20 or so participants attending the Values Challenge, it may be best to hold more than one session.
2. One person is needed to lead the session. This doesn’t require any special training or expertise. This Manual and the accompanying Slides contain all the materials that will be needed. **Refer to the notes pages accompanying each slide for detailed facilitator guidance**
3. Read this document and make any changes you’d like to create a workshop that suits your organisation.
4. The workshop addresses the alignment of our work with our personal values rather than the organisation’s values (unlike the Values Challenge workshops of previous years). If you feel that the workshop participants would benefit from some brief preparatory reading about how to identify their personal values you may like to distribute copies of (or the link to) the *Values Guide for Individuals* which can be downloaded from [this page](https://www.worldvaluesday.com/tools-and-resources/values-guide-for-individuals/) on the World Values Day website, or just use the Thinking About Individual Values sheet attached to this Manual.
5. Print copies of the participant materials. The attached **I Value template** is good to use to signify commitment to the agreed actions at the end of the session, and the **Thinking About Individual Values** sheet may be helpful for some participants to start them thinking about their values. Participants can be given this sheet ahead of the session.

**Timing**

If it suits you, it may work best to hold the workshop a week or even a few weeks ahead of World Values Day. The workshop concludes with the participants agreeing on actions that they will take to put a particular personal value into practice at work, so if you hold the workshop ahead of World Values Day, on the Day itself the participants (and hopefully other colleagues) can focus on carrying out their actions, and sharing what they do with each other (and with the world, if possible).

**Things to bear in mind**

* Discussing values and behaviours does not necessarily come naturally to everyone. Think about how you can put people at ease and create a comfortable environment to have the most effective discussion.
* The session is designed to take one hour but you might want to allow 5-10 minutes extra to allow for people to arrive and settle in so that there is enough time for the discussion.

**Participant Materials**

Add your organisation’s logo to the first and last slide of the Slideshow, and to the bottom left hand corner of the I Value template on the next page to brand them, if you wish.

Print and make a copy of the attached I Value template for each workshop participant.

Print copies of the attached Thinking About Individual Values sheet for each participant in case they are needed to start people thinking about values.

Provide several post-it notes for each participant and paper if needed.

**Post Workshop Follow-up**

It’s useful to remind all colleagues soon after the workshop of the commitments made to close the gap. You may want to think about ways of recognising successful actions.

If you didn’t get a chance to in the workshop, please share your experience of the Values Challenge with the world – the values chosen, and the actions you all decided to take - by posting on Facebook, Twitter, Linkedin or Instagram, using #WorldValuesDay. Use a photograph of the completed I VALUE templates, and post a comment. Ask the participants to share their experiences as well.

**Lastly, please let us have your feedback!**

Thank you for taking part in the Values Challenge. Feedback will be very valuable in ensuring the campaign is most effective in achieving its goal - to inspire teams and organisations to take one action (at least!) to improve our wellbeing as individuals and the wellbeing of the organisation as a whole. This is part of the World Values Day idea that if, collectively, we are aware of our values and put them into action each and every day, we can change the world we live in for the better.

Please provide your feedback in response to the questions below and email to info@worldvaluesday.com

|  |
| --- |
| Your name and organisationHow did you hear about the Values Challenge? |

|  |
| --- |
| What were the actions that the participants decided to take?Do you think that these action/s will make a positive impact on the wellbeing of the individuals involved?How positive are you that the whole exercise will make a positive impact on the collective wellbeing of the organisation?Would you be willing to provide an update in a few months’ time on how it’s going? |

|  |
| --- |
| What has been the best thing about running the Values Challenge in your team?Would you recommend the Values Challenge to other teams/ groups? |

|  |
| --- |
| Any suggestions for what would have made the Values Challenge session, or the outcome, even better? |

If you think you may like outside help to establish/deepen your values programme, please email info@worldvaluesday.com or see www.worldvaluesday.com for suggestions, further resources and a list of practitioners

I VALUE…

#WorldValuesDay

*enter your own chosen value*

SO I…

*enter your chosen action which will increase your wellbeing*



*add your*

*logo here*

**Thinking About Our Individual Values**

Your values may be buried deep within you, but with some reflection you will be able to locate them. Here is one way to find your values and decide which are the most important ones for you.

First tick the box opposite the 10 words in the following table that best describe **your** **existing values; what is truly important to you and needs to be present in your life for you to feel fulfilled. Not values you would like to have, or feel you should have, but those that really resonate with you.** You can add extra values to the list if you need to.

Once you have selected 10, next reduce these to your top 5. This two-step process will help you to appreciate how some values are more essential to you than others. Then put the 5 values in order of importance from 1 to 5, with 1 being the most important to you.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| acceptance |  | creativity |  | humility |  | quality |  |
| accountability |  | decency |  | independence |  | recognition |  |
| achievement |  | dependability |  | inner strength |  | reliability |  |
| adaptability |  | development |  | innovation |  | resourcefulness |  |
| appreciation |  | dignity |  | integrity |  | respect |  |
| authenticity |  | efficiency |  | kindness |  | responsibility |  |
| balance |  | empathy |  | knowledge |  | security |  |
| being valued |  | empowerment |  | listening |  | sense of purpose |  |
| belonging |  | environmental awareness |  | love |  | service |  |
| calmness |  | equality |  | loyalty |  | sharing |  |
| caring |  | excellence |  | making a difference |  | simplicity |  |
| challenge |  | fairness |  | obedience/duty |  | spirituality |  |
| cleanliness |  | family |  | openness/honesty  |  | stability  |  |
| collaboration |  | forgiveness |  | order/control |  | success |  |
| commitment |  | freedom |  | patience |  | support |  |
| community |  | friendship |  | peace |  | team/belonging |  |
| compassion |  | fun |  | perseverance |  | tolerance |  |
| competence |  | gratitude |  | positivity |  | trust |  |
| connection |  | growth |  | pride |  | truth |  |
| contribution |  | happiness |  | productivity |  | variety |  |
| cooperation |  | harmony |  | professionalism |  | wellbeing |  |
| courage |  | helpfulness |  | protection |  | wisdom |  |
|  |  |  |  |  |  |  |  |

**.**

My most important values: 1…………………………………….

 2…………………………………….

 3…………………………………….

4…………………………………….

5…**…………………………………**