

Creating Team Values

Sharing similar or agreed upon values at work helps clarify: Expected behavior and actions to each other and customers; how decisions are made, and exactly what is important to you in the organization.

Instructions: Review the values and their descriptions. Check off those that you believe are appropriate for your team at work. Add any values that you believe should be considered. For each value you have checked, check the point between the two extremes that you consider appropriate on the scale of 1 (least important) – 5 (most important), or any degree in between.

(Least Important) (Most Important)
1 2 3 4 5

1	Accountable (<i>responsible, understandable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Achievement/Accomplishment (<i>talent, gift, ability</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Belonging/Caring (<i>connection, concern, interest in others</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Compassionate (<i>sympathetic, supportive, sincere</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Customer Diversity (<i>value opportunity to serve anyone</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Environment (<i>value having an impact through products or processes</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Ethics (<i>values operating under a code of conduct</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Excellence (<i>superiority, distinction, prominence, worth</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Expansion (<i>development, growth beyond existing team</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Fun (<i>enjoyable, pleasing, amusing</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Helping/Contributing (<i>promote, serve, toward a common purpose</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Image (<i>character, reputation, perception</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Integrity (<i>honesty, soundness, decency</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Personal Growth, Learning (<i>knowledge, wisdom, improvement</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Product/Service Diversity (<i>open to any product/service you could provide</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Quality (<i>degree of excellence, grade, caliber, value, worth</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Respect (<i>admired, valued, revered, looked up to</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Responsive to Customers (<i>alert, receptive, sensitive</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Standard/Customized Products (<i>off the shelf approach vs. customized products</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Other Value:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructions for Tabulation and Decision						
Add up the total points for each of the 19 items for all team members. The 10 with the highest total number are voted on by the team members as an entire team with the values receiving the most votes identified.		The team may choose to have as many values as they deem important.				