

Tools for SMALL Businesses

Level 3 Question 3: Do we have defined and clear values?

Title	Define Your Values																									
Why	<p>Values give employees a purpose to work towards and help them achieve goals in a manner that not only benefits them but also the organization.</p> <p>Organization values set standards that organizations and employees can aspire too.</p> <p>Culture is living values. Values are written words, and your culture is how you actually live [them].</p>																									
What	<p>Core values can be a word, a few words, or a phrase.</p> <p>These are the values that are most important to you and your business – your promise to customers, employees, and yourself.</p> <p>The Values define the behaviours you would like to see in your leaders and employees.</p>																									
How	<p>CoreValuesWorksheet</p> <p>Core Values Examples</p> <table border="1" data-bbox="448 1070 1386 1391"> <tr> <td>Innovation</td> <td>Creativity</td> <td>Energy</td> <td>Integrity</td> <td>Positive Attitude</td> </tr> <tr> <td>Service</td> <td>Excellence</td> <td>Optimism</td> <td>Compassion</td> <td>Humor</td> </tr> <tr> <td>Adventurous Spirit</td> <td>Proactive Thinking</td> <td>Resilience</td> <td>Accuracy</td> <td>Attention to detail</td> </tr> <tr> <td>Perserverance</td> <td>Dependability</td> <td>Loyalty</td> <td>Courage</td> <td>Health</td> </tr> <tr> <td>Fun</td> <td>Dedication</td> <td>Passion</td> <td>Education</td> <td>Focus</td> </tr> </table> <p>Use these examples to get you started on brainstorming your top core values. These are the values you stand by, the promise you make to customers, and the values you use to evaluate performance.</p> <p>How to Determine Your Core Values</p> <p>Core values can be a word, a few words, or a phrase. These are the values that are most important to you and your business – your promise to customers, employees, and yourself.</p> <ol style="list-style-type: none"> 1. Review your vision and mission. 2. Ask yourself what values are most in alignment to achieve your vision and mission? Make a list of those values. 3. What, if any, values matter to you that are not on that list? Add them. 	Innovation	Creativity	Energy	Integrity	Positive Attitude	Service	Excellence	Optimism	Compassion	Humor	Adventurous Spirit	Proactive Thinking	Resilience	Accuracy	Attention to detail	Perserverance	Dependability	Loyalty	Courage	Health	Fun	Dedication	Passion	Education	Focus
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	<p>4. Answer these questions:</p> <ul style="list-style-type: none"> a. What do you value above making money in your company? b. What do you reward in your company? c. What do you most admire about your best team members or employees? d. If a customer were to describe you, what five words would you want them to use? e. What five things would you promise to a customer if they did work with you? f. What five things would you promise to an employee if they came to work for you? <p>5. Now what top five values continue to appear on your lists? What themes do you see?</p> <p>6. When you can narrow it down to your top five values, you have completed this exercise. This may take more than a few times.</p>
<p>Examples</p>	<p>Excellence Committed to being outstanding at what we do and surpassing ourselves The quality of our products and services reflects the strength and heritage of Alvotech</p> <p>Teamwork Working together and encouraging diversity and inclusion We help each other succeed, we are a team and play as one.</p> <p>Innovation Innovative and forward thinking for our customers and business partners. Innovation is key to meeting the future needs of patients and securing long-term business growth</p> <p>Integrity Doing what's right and sticking to our commitments. Integrity is the foundation of what we do and those whom we work, live and serve can rely on us.</p> <p>Accountability Taking personal responsibility and acting with courage when facing challenges. We embrace our responsibilities, individually and collectively we make meaningful commitments.</p>

Template	<p>Core Values</p> <p>Core Value 1 Text describing the core value</p> <p>Core Value 2 Text describing the core value</p> <p>Core Value 3 Text describing the core value</p> <p>Core Value 4 Text describing the core value</p> <p>Core Value 5 Text describing the core value</p>