

# TRAINING TOOL “ MINDSET & VALUES



- **NAME OF THE TOOL**

Developing a catalog of common values

- **DESCRIPTION OF THE TOOL**

The exercise is used in the first (out of four) part of the Mindset & Values training module.

It is a short exercise using individual worksheets, the aim of which is to develop a catalog of common values. In the exercise, each participant answers a few questions about values. Then the trainer who moderates the exercise asks each of the participants to present their answers to the questions in the sheet in the group forum. The next stage is the discussion of the results of all participants' own work by the trainer and an attempt to unify the mind map and draw general conclusions.

- **OBJECTIVES OF THE TOOL**

- gaining awareness of the importance of common values in building employee teams,
- understanding differences between mindset, values, principles, practices and tools & processes,
- naming the values that each training participant follows in his personal and professional life and trying to relate this to his own observations about what values are important from the point of view of the organization (finding common values).

- **CONNECTION THE TOOL WITH THE SKILL**

Values are the roots of the beliefs that matter to us and the field's practitioners, while ethics are the guidelines that govern how we practice our craft.

[Powers, S., 2018, Difference between mindset, values, and principles, May 17, 2018, quoted after: NTL Handbook of organisation change](#)

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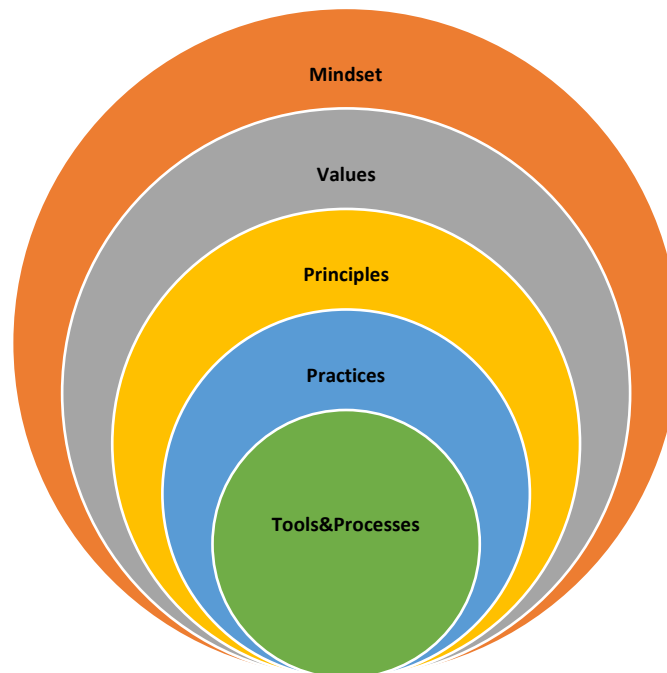
Values are part of our internal system that guides our behavior. Values are subjective, personal, emotional, and arguable. Values may vary from person to person.

Dassani, R. R., 2016, Values and Principles, <https://dazne.net/vp/>, February 12, 2016, quoted after: Paine, Thomas (2004). Common sense [with] Agrarian justice. Penguin. ISBN0-14-101890-9.

Understanding and developing a catalog of common values is very important in building well-functioning employee teams. Realizing this fact and acquiring the ability to name individual values (working out common points and discrepancies) affects the effectiveness of the work of the employee team, the atmosphere inside this team and the way the team is managed

## ● **RESOURCES AND MATERIALS**

- individual worksheets with questions about values
- presentation, for example in the form of PowerPoint, showing what are the values and explanation of what the differences are between mindset, values, principles, practices and tools & processes.



Source: Own study based on Diagram © Adventures with Agile, Powers, S., 2017, What is the agile mindset, <https://www.adventureswithagile.com/2017/03/25/what-is-the-agile-mindset/>

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- **IMPLEMENTATION OF THE TOOL**

The exercise is based on the individual work of the training participants. In the first step trainer explains what are the differences between mindset, values, principles, practices and tools & processes. The trainer can use the presentation prepared as part of this project, relating to the first part of the Mindset & Values thematic module. The trainer then asks the trainees if they understood these differences and if they have any questions. The trainer answers the participants' questions and dispels their doubts

In the exercise, each participant answers a few questions about values.

What examples of values can you give?

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Which values are particularly close to your axiology?

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Are you really guided by these values in your life, or are they only in the sphere of your declarations?

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Which of these values are also relevant in your work environment?

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Can you provide examples of how these values are being applied within the organization?

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Are any of the values adopted in the organization inconsistent with your personal values? If so, which ones and why?

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Which values would you add and which would you remove from the catalog of organizational values? Why?

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.....

Then the trainer who moderates the exercise asks each of the participants to present their answers to the questions in the sheet in the group forum. The next stage is the discussion of the results of all participants' own work by the trainer and an attempt to unify the mind map and drawing general conclusions.

- **WHAT YOU LEARN**

By using the exercise in training, participants will:

- gain self-awareness of the importance of common values in building employee teams,
- understand differences between mindset, values, principles, practices and tools & processes,
- name the values and try to relate this to his/her own observations about what values are important from the point of view of the organization (finding common values).
- will take part in developing a catalog of common organizational values