

# LEADING OTHERS

## Values



# Exploring Your Values

## Learning Objectives



After completing this section, you will be able to:

- Identify and articulate your core values to build self-awareness and authenticity
- Explain how values impact your team
- Explain the importance of modeling those values for the people you lead
- Explore your organization's values and compare & contrast them with your own

## Clarify and Lead from Your Core Values

As a leader, you navigate a wide range of situations, decisions, and conflicts, in addition to prioritizing what matters most. The act of clarifying, articulating, and following your values is key in your leadership role. Your values act as a compass, your own personal “true North” and help to keep you on track.

## What Exactly are Values?

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**Values Definition:** “Any personal belief about how to live and how to deal with a situation; beliefs of a person or social group in which they have an emotional investment for or against something.”

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## Benefits of Living in Alignment with Your Values

Strong leaders live in alignment with their core values, but not just at work. This alignment creates a life of greater integrity, authenticity, and focus. When you have clarity around your core values, it simplifies your choices and decision-making – both for life and leadership. Knowing and living your values consistently creates more confidence in those you lead, causing them to trust you more fully.

(Vocabulary.com)

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“To act with integrity, you must first know who you are. You must know what you stand for, what you believe in, and what you care about.

Clarity of values will give you the confidence to make the tough decisions, to act with determination, and to take charge of your life.”

(Kouzes & Posner, 2007)

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## Individual Reflection Questions

Think of a time when you felt “out of alignment” with yourself because of an action you took or a decision you made.

- What might have been in conflict for you?
  
  
  
  
  
  
  
  
  
- How did it feel to be out of alignment with a core value?

## Identify Your Values

It's important to remember that all of the following values are worthwhile and everyone has different values.

### Step 1: Identify Your Top 20

Put a check mark next to your top 20 values on the following pages. If you have values which are not listed, add them at the bottom of the list.

	ACCOUNTABILITY (an obligation or willingness to accept responsibility or to account for one's actions)
	ACHIEVEMENT (a sense of accomplishment by means of skills, practice, perseverance, or exertion)
	ADVANCEMENT (moving forward in your career through promotions)
	ADVENTURE (activities which frequently involve risk taking)
	AESTHETICS (involved in studying or appreciating the beauty of ideas, things, etc.)
	AUTHENTIC (true to one's own personality, spirit, or character)
	AUTONOMY (working independently, determining the nature of your work without significant direction from others)
	CARING (expressing and receiving love, affection)
	CHALLENGE (stimulates the full use of your potential)

	CHANGE & VARIETY (frequently changing responsibilities and activities in a variety of settings)
	COLLABORATION (working together with others, especially in an intellectual endeavor for the benefit of all parties)
	COMPETITION (placing your abilities against others where there are clear win/lose outcomes)
	COOPERATION (opportunity to work as a team toward common goals)
	CREATIVITY (being imaginative, innovative)
	CUSTOMER FOCUS (focusing on the needs of the customer)
	DIGNITY (the quality of being worthy, honored, or esteemed)
	DIVERSITY (the presence of differences within a team, organization, family, neighborhood, or community)
	ECONOMIC SECURITY (having enough money)
	ENGAGEMENT (emotional involvement or commitment)
	ENVIRONMENTAL STEWARDSHIP (caring for the earth and its creatures)
	EQUITY (supporting fairness and eliminating barriers to create opportunity for all people)

	EXCELLENCE (achieving the highest standard of performance possible in all endeavors)
	EXCITEMENT (experiencing a high degree of exhilaration in your life and work)
	FAMILY HAPPINESS (being able to spend quality time and develop relationships with family)
	FRIENDSHIP (developing close personal relationships)
	FUN (approaching daily living in a playful manner)
	HEALTH (physical and psychological well-being)
	HELP OTHERS (being involved helping people in a direct way, individually or in a group)
	HELP SOCIETY (do something to contribute to the betterment of the world)
	HONESTY (telling oneself the truth and speaking the truth to others)
	INCLUSION (ensuring all people have the opportunity to participate as valued and respected members of the group)
	INNER HARMONY (being at peace with oneself)
	INTEGRITY (adherence to moral and ethical principles)
	INTELLECTUAL STATUS (being regarded as an expert in your field)

	KNOWLEDGE (understanding gained through study and experience)
	LEADERSHIP (influence with and through others)
	LEGACY (having lasting impact in the lives of others)
	LEISURE (having time for hobbies, sports, activities and interests)
	LOCATION (a place conducive to your lifestyle allowing you to do the things you enjoy most)
	LOYALTY (faithfulness and allegiance to a cause, person or community)
	MAKING A DIFFERENCE (positively impacting a cause, or the lives of others)
	OPEN COMMUNICATION (the ability of anyone, on equal conditions to transparently share information with others)
	PLEASURE (a feeling of happy satisfaction or enjoyment)
	POWER (control or influence over other people or organizations)
	PRECISION (enjoying situations where accuracy and exactness is important)
	RECOGNITION (being acknowledged for your contribution)
	RESPECT (feeling that someone or something is important, valued and should be treated in a dignified way)

	RESPONSIBILITY (being accountable for results)
	SAFETY (freedom from the occurrence or risk of injury, both physically and emotionally)
	SIMPLICITY (delighting in the absence of complexities or unnecessary details)
	SPIRITUALITY (devotion to spirit or soul; often expressed through religious practice)
	STABILITY (routines and duties that are largely predictable, not likely to change over along period of time)
	TIME FREEDOM (work accordingly to your own time schedule, no specific work hours required)
	WEALTH (profit, gain, generating a significant amount of money)
	WISDOM (the accumulation of knowledge and experience which creates significant insight)
	OTHER:
	OTHER:
	OTHER:
	OTHER:
	OTHER:

## Step 2: Identify Your Top 10

1. Now that you've identified your top 20 values, review your selections and narrow your list down to your top 10 values.
2. When you get the list to 10, look at each and ask yourself, "What does this value mean to me?"
  - Example: INNER HARMONY - physical and spiritual well-being that make me feel peaceful.
3. Write your top 10 values and their specific meanings to you below.

<b>Value 1</b>	
<b>Value 2</b>	
<b>Value 3</b>	
<b>Value 4</b>	
<b>Value 5</b>	
<b>Value 6</b>	
<b>Value 7</b>	
<b>Value 8</b>	
<b>Value 9</b>	
<b>Value 10</b>	

### Step 3: Identify Your Top 5 Core Values

1. Finally, select your top five core values and write them below.
2. To help ensure you've selected the values most important to you, ask yourself:

At the end of my life, will I look back and be satisfied with choosing these particular values, or am I missing what's most precious to me?

Are these the values I want to be known for as a person and a leader?

Core Value 1	
Core Value 2	
Core Value 3	
Core Value 4	
Core Value 5	

# Connecting Your Values with Your Organization's Values

## Your Role as Leader

Clarifying your highest priority values is clearly important in your role as a leader. In addition to knowing and acting consistently with your values, you also have the responsibility, as a supervisor, to represent the values of the state agency or organization you serve in.

## Directions:

1. List your organization's core values in the left column below. If you were unable to find a copy prior to this session, make a list of what you think the top values are based on what your leadership is emphasizing.
2. Then place your core values in the other column.

**Your Agency's/Organization's**

**Your Core Values**


## Questions for Thought

- Where do you see correlations between your personal values and your organization's values?
- Where might there be a potential disconnect or a conflict between your personal values and the organization's values? How will you manage this in your day-to-day work life?
- Where there are strongly aligned values between you and your organization, how can you focus on leveraging them in your day-to-day leadership role?

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