



Values Template

Title: [Your Name or Organization's Name] Core Values

Introduction

- Purpose: Briefly describe the purpose of establishing these core values.
- Scope: Explain who these values apply to and in what contexts they are expected to guide behavior.

Core Values

Here, list each core value followed by a detailed description. For each value, include why it is important and how it is expected to influence actions and decisions.

1. Value 1: [Name of Value]
 - Definition: What does this value mean in the context of your organization or personal life?
 - Why It's Important: Explain the significance of this value and its impact on decision-making and behavior.
 - Examples of Living This Value: Provide specific examples or scenarios where this value should guide actions.
2. Value 2: [Name of Value]
 - Definition:
 - Why It's Important:
 - Examples of Living This Value:
3. Value 3: [Name of Value]
 - Definition:
 - Why It's Important:
 - Examples of Living This Value:

(Repeat this structure for as many core values as you have. Typically, 3-5 core values are sufficient to cover the most critical aspects of behavior and decision-making without becoming overwhelming.)

Implementation

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- **Strategies for Implementation:** Describe how you plan to implement these values in daily operations, decisions, and behaviors. This might include training programs, integration into performance reviews, or daily reminders.
- **Responsibility:** Specify who is responsible for ensuring these values are upheld. For organizations, this could be managers or a specific department.

Monitoring and Evaluation

- **Review Process:** Detail how and when the values will be reviewed for relevance and effectiveness. This could be an annual review or following significant organizational changes.
- **Feedback Mechanism:** Explain how individuals can provide feedback on how well these values are being integrated into the organization or personal life.

Acknowledgment

- **Statement of Commitment:** Include a statement where the individual or team members acknowledge understanding and committing to these values.
- **Signature Line:** For organizations, provide a place for employees to sign, indicating they have read and agree to adhere to these values.
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