



Core Values Identification Template

Purpose: This template is designed to help you identify and articulate your company's core values, which are the guiding principles that shape your organizational culture and decision-making processes.

Step 1: Preparation

1. Gather Key Stakeholders:

- Identify a diverse group of employees from different departments and levels within your organization.
- Include leadership, management, and team members to ensure comprehensive input.

2. Set a Meeting Agenda:

- Define the purpose of the meeting: to identify and agree on the company's core values.
 - Allocate time for discussion, brainstorming, and finalization of core values.
-

Step 2: Brainstorming Session

1. Introduction:

- Explain the importance of core values in shaping the company's culture and guiding its decisions.

2. Discussion Prompts:

- What principles are essential to our company's success?
- What behaviors do we value and encourage among our employees?
- What qualities do we admire in other organizations?

3. Individual Reflection:

La^Aphills

- Ask each participant to write down 5-10 values they believe are crucial for the company.
- 4. Group Sharing:**
- Each participant shares their list with the group.
 - Compile all suggested values on a whiteboard or digital tool visible to everyone.
-

Step 3: Categorization and Prioritization

- 1. Group Similar Values:**
- Organize similar values into categories to identify common themes.
- 2. Discuss and Refine:**
- Discuss each category and refine the values within it.
 - Ensure that each value is clearly defined and understood by all participants.
- 3. Voting:**
- Allow participants to vote on the top 5-7 values they believe are most important.
 - Use a ranking system to prioritize the values based on the votes.
-

Step 4: Finalization

- 1. Review Top Values:**
- Review the top-ranked values and ensure they resonate with the company's mission and vision.
- 2. Refinement:**
- Refine the wording of each value to ensure clarity and impact.
 - Ensure that each value is actionable and can be integrated into daily operations.



3. **Approval:**

- Seek final approval from leadership or a designated committee.
-

Step 5: Implementation and Communication

1. **Integration:**

- Develop strategies to integrate core values into company policies, procedures, and practices.
- Incorporate values into onboarding materials, performance reviews, and recognition programs.

2. **Communication:**

- Create a communication plan to share the core values with all employees.
- Use multiple channels (e.g., emails, meetings, posters) to ensure widespread awareness.

3. **Living the Values:**

- Encourage employees to embody the core values in their daily work.
 - Recognize and reward behaviors that reflect the company's core values.
-

Step 6: Evaluation and Reinforcement

1. **Regular Review:**

- Schedule regular reviews of the core values to ensure they remain relevant.
- Solicit feedback from employees on how the values are being lived within the organization.

2. **Reinforcement:**

- Continuously reinforce the core values through leadership examples and company initiatives.

LaAphills

- Highlight stories and examples of how the core values are making a positive impact.
-

Template Example

Company: [Your Company Name]

Date: [Date]

Facilitator: [Facilitator Name]

Participants: [List of Participants]

Core Values Brainstorming:

1. Value 1: [Description]
2. Value 2: [Description]
3. Value 3: [Description]
4. Value 4: [Description]
5. Value 5: [Description]

Final Core Values:

1. Core Value 1: [Refined Description]
2. Core Value 2: [Refined Description]
3. Core Value 3: [Refined Description]
4. Core Value 4: [Refined Description]
5. Core Value 5: [Refined Description]

Next Steps:

- Integration Plan: [Details]
- Communication Plan: [Details]
- Evaluation Schedule: [Details]