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Suggestions for Using the “Norms/Values Worksheet”

Objectives:

- Identify values and norms that may be difficult for individual team members to deal with
- Identify ways to more effectively deal with those values and norms that are difficult

Intended Audience:

- Members of any functional work team or task force, can be in person or virtual/global
- Any facilitator, trainer, manager, internal or external consultant, or HR professional who will lead the discussion

Processing the Activity:

- Distribute the worksheet to each team member in person or send the worksheet online ahead of time.
- Ask them to think about values or norms they see on the job.
- In one column, list those they like and enjoy; in the other, list those that are difficult for them.
- Collect the information from everyone and have one member read all answers aloud or distribute the data online. The facilitator charts or collects all the data.
- Get suggestions from group members about how to deal effectively with those that may be hard for some while not so hard for others.

Questions for Discussion:

- Around what values are there differences of opinion?
- What ways have some of you found to deal with these values that no longer make them difficult?

Caveats, Considerations, and Variations:

- Collecting data and having it remain anonymous is important regardless of whether teams are dispersed or face-to-face.
- You can collect and redistribute data so no one has to be accountable for reading his or her own.