

Workplace Values

What matters most to you and
the organizations you choose?

Reasonable Accommodations Available Upon Request

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WORKS!
Workforce Center 
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Thank you for choosing to
attend our
Workplace Values
workshop brought to you by
the Arapahoe/Douglas
Works! Facilitation team.

We facilitate all our workshops as if they are in a live classroom setting. Please be respectful and mindful of your camera if your video is on.

Objectives

- Gain an understanding of what values are, and why they are important in choosing your next career
- Identify your top 5 values
- Share your values with your peers and receive feedback about how they might inform your next career move!



WORKPLACE VALUES

What are Values?

Values are freely chosen life directions. They act like a compass that provides guidance and direction, keeping you on track to a life filled with meaning and purpose.

Freely Chosen

- Authentic and based upon what YOU consider truly important
- Represent what you want to stand for, how you want to interact with the world, and what sort of strengths and qualities you want to develop

(Harris, 2009)

Life Directions

- Not discrete end points
- Continuous process and way of living that help guide you as you accomplish various goals to live out a meaningful life.

Goals vs. Values

- Tangible achievements or checkpoints we reach
- The individual pieces that make up the picture we want to paint with our life
- Can't be achieved in the moment—keep us focused on the future
- Goal: Finishing a marathon
- Goal: Getting married
- Compass that guides us in the direction we choose
- Are the 'glue' holding the picture together
- Can be lived in the 'here and now'
- Value: Health/Fitness
- Value: Relationships

What are your top 5 values?

- Achievement
- Independence
- Recognition
- Relationships
- Support
- Good working conditions
- Good pay
- Good benefits
- Variety and change
- Helping others
- Feeling respected
- Making a difference
- Sustainable environment
- Fun
- Flexibility
- Freedom
- Working from home
- Choosing your hours
- Time off
- Autonomy
- Family time
- Travel
- Aesthetics
- Taking risks
- Other ????

Work Values Inventory

- This inventory asks you to consider:
 - Core values
 - Work environments
 - Work interactions
 - Work activities
- Take a few minutes to complete the inventory
- Name your top five values upon completion of the inventory

| 1. My <u>core values</u> that are important to me in my life are: | Always Important | Sort Of Important | Not Important |
|--|------------------|-------------------|---------------|
| ▪ Achievement: Being able to meet your goals. | | | |
| ▪ Balance: Time for family, work and play. | | | |
| ▪ Independence: Control of your own destiny. | | | |
| ▪ Influence: Able to have an impact on others. | | | |
| ▪ Integrity: Stand up for your beliefs. | | | |
| ▪ Honesty: Telling the truth and knowing that others are telling the truth. | | | |
| ▪ Power: Control over others. | | | |
| ▪ Respect: Care and trust of self and others. | | | |
| ▪ Spirituality: Believing in your core beliefs. | | | |
| ▪ Status: Having influence and power over others | | | |

| 2. I value <u>work environments</u> that are: | Always Important | Sort Of Important | Not Important |
|---|------------------|-------------------|---------------|
| ▪ Fast Paced: Work that has many things happening at one time. | | | |
| ▪ Flexible: Work that is not set to a specific time schedule. | | | |
| ▪ High Earnings: Work that has the potential to make a lot of money. | | | |
| ▪ Learning: Work that is intellectually challenging to you. | | | |
| ▪ Location: Work that is in a convenient place and an easy commute. | | | |
| ▪ Predictable: Work where you know what is going to happen day after day. | | | |
| ▪ Quiet: Work where there are few disruptions throughout the day. | | | |
| ▪ Relaxed: Work where there are few pressures to get things done. | | | |
| ▪ Structured: Work where it is organized and has a specific set time. | | | |
| ▪ Time Freedom: Work where you set your own schedule and plan how and when you do your work. | | | |

| 3. I value <u>work interactions</u> with co-workers who support: | Always Important | Sort Of Important | Not Important |
|---|------------------|-------------------|---------------|
| ▪ Competition: Work where you compete with others. | | | |
| ▪ Diversity: Work where there are people with different ethnic backgrounds. | | | |
| ▪ Friendships: Work where you socialize with your co-workers. | | | |
| ▪ Leadership: Work where there are good leaders managing the organization. | | | |
| ▪ Management: Work where there is strong management. | | | |
| ▪ Open Communication: Work where information is not held back from employees. | | | |
| ▪ Recognition: Work where you are acknowledged for your work and contribution. | | | |
| ▪ Support: Work where you help and support each other. | | | |
| ▪ Teamwork: Work where working together is important. | | | |
| ▪ Trust: Work where you can count on each other. | | | |

| 4. I value <u>work activities</u> that are: | Always Important | Sort Of Important | Not Important |
|--|------------------|-------------------|---------------|
| ▪ Analytical: Work that requires interpretation of data and information. | | | |
| ▪ Challenging: Work that is mentally or physically challenging. | | | |
| ▪ Creative: Work that uses imagination and creative talents to produce results. | | | |
| ▪ Helping: Work that is helping people. | | | |
| ▪ Leading Edge: Work on new and innovative products or projects. | | | |
| ▪ Physical: Work that has a lot of physical activity. | | | |
| ▪ Public Contact: Work that has daily interaction with the public. | | | |
| ▪ Research: Work that searches for new information. | | | |
| ▪ Risk Taking: Work that may be dangerous or risky. | | | |
| ▪ Variety: Work where many different tasks are done during the day. | | | |

Reflection

- Did you gain any insight into what is important to you in the workplace?
- Did your workshop partners provide you with insight?
- How does this impact your job search?
- How will this impact the next position you choose?

Why are values important?

Make sure you
know how your
values will mesh
with the
organization you
are joining.

Workplace Values

- Being accountable.
- Making a difference.
- Focusing on detail.
- Delivering quality.
- Being completely honest.
- Keeping promises.
- Being reliable.
- Being positive.
- Meeting deadlines.
- Being a great team member.
- Respecting company policy and rules, and respecting others.
- Showing tolerance.

Organizational Values

What are the values of these organizations?

- Amazon
<https://www.aboutamazon.com/working-at-amazon/our-leadership-principles>
- Davita <https://www.davita.com/about>
- iLending <https://ilendingdirect.com/our-values/>

Wrap Up

- Share your values with your friends, family, and other members of your network to continue receiving feedback
- Search career options that match your values

Thank you for attending our workshop today.

We'd appreciate your feedback. Please click on the link below to access our workshop evaluation.

We especially enjoy your personal comments.

Workshop Evaluation, link

<https://fs8.formsite.com/adworks/Evaluations/index.html>

PowerPoint and Handout, link

<https://www.adworks.org/index.php/job-seekers/online-powerpoint-workshops/>

To reach a Career Services Advisor, link

<https://www.adworks.org/job-seekers/>