Workplace Values

What matters most to you and the organizations you choose?

Arapahoe/Douglas Works!

www.adworks.org

303.636.1160

@adworks303

Arapahoe/Douglas Works!

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. For virtual workshops please be respectful and mindful of your camera if your video is on. "To ensure compliance with current A/D Works! And Arapahoe County IT policies for virtual platform use and information storage, attendees are asked **not to use** AI tools to capture notes during any of our workshops currently."

Arapahoe/Douglas
WORKS!
Workforce Center
A proud partner of the americanjobcenter network

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 enlighten your next career move!
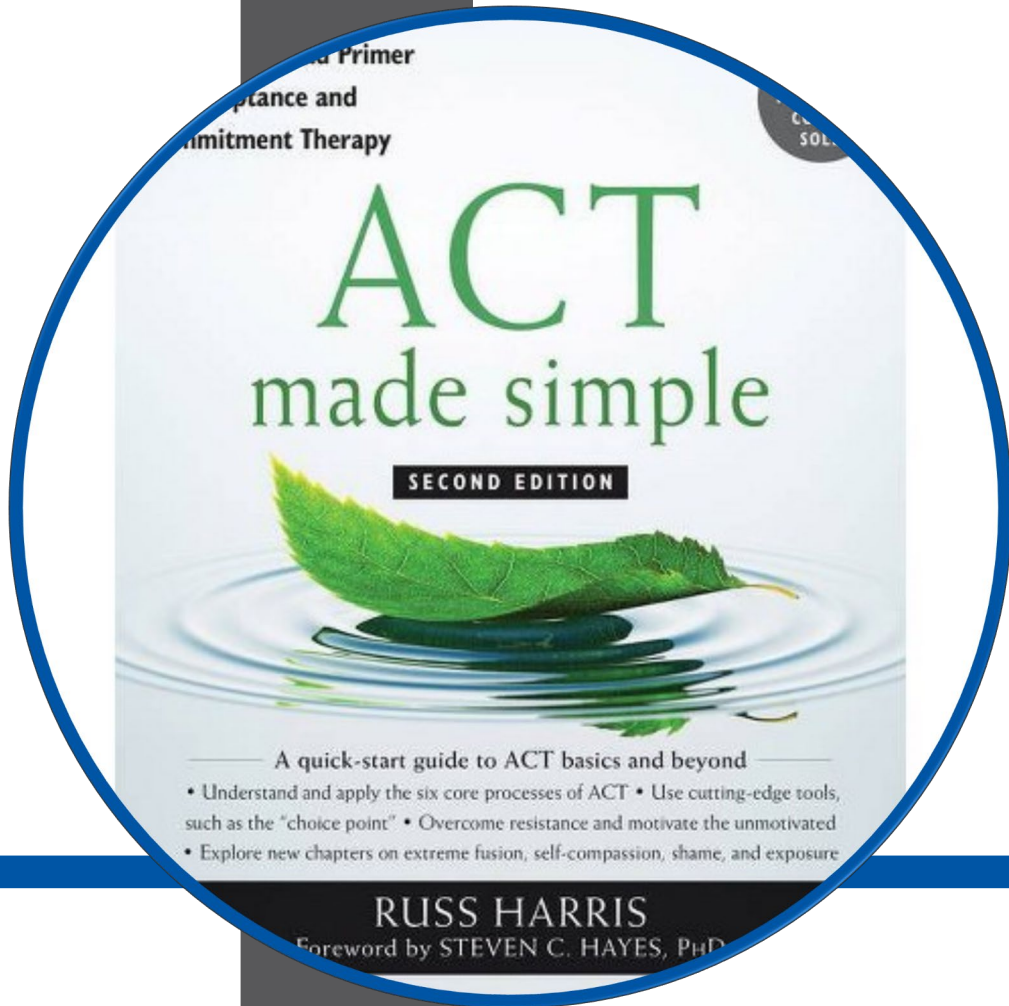
What are Values?

➤ 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 *(ACT Made Simple, Russ 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

GOALS	VALUES
➢ Tangible achievements or checkpoints we reach	➢ Compass that guides us in the direction we choose
➢ The individual pieces that make up the picture we want to paint with our life	➢ Are the 'glue' holding the picture together
➢ Can't be achieved in the moment—keep us focused on the future	➢ Can be lived in the 'here and now'
▪ **Goal: Finishing a Marathon**	▪ **Value: Health/Fitness**
▪ **Goal: Getting Married**	▪ **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
- Gratitude
- Family time
- Travel
- Aesthetics
- Taking risks
- Others ???

Work Values Inventory

WORK VALUES INVENTORY

Values are an important part in the career decision-making process. It is important to select career options, which best fit your values. The list below will help you to identify those values that you think will be important to you in your work. Your work values may change as work situations change. It is important to evaluate your work values often.

Read each value and decide if it is <u>always important</u> to you, <u>sort of important</u> or <u>not important</u> to you. Place an "X" in the appropriate box. The definition is there to help you think about the value. If your definition is different, use your own definition when rating the value.

➤ 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

Work Values Inventory: #1

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			

Work Values Inventory: #2

| 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.			

Work Values Inventory: #3

3. I value work interactions 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.			

Work Values Inventory: #4

4. I value work activities 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?
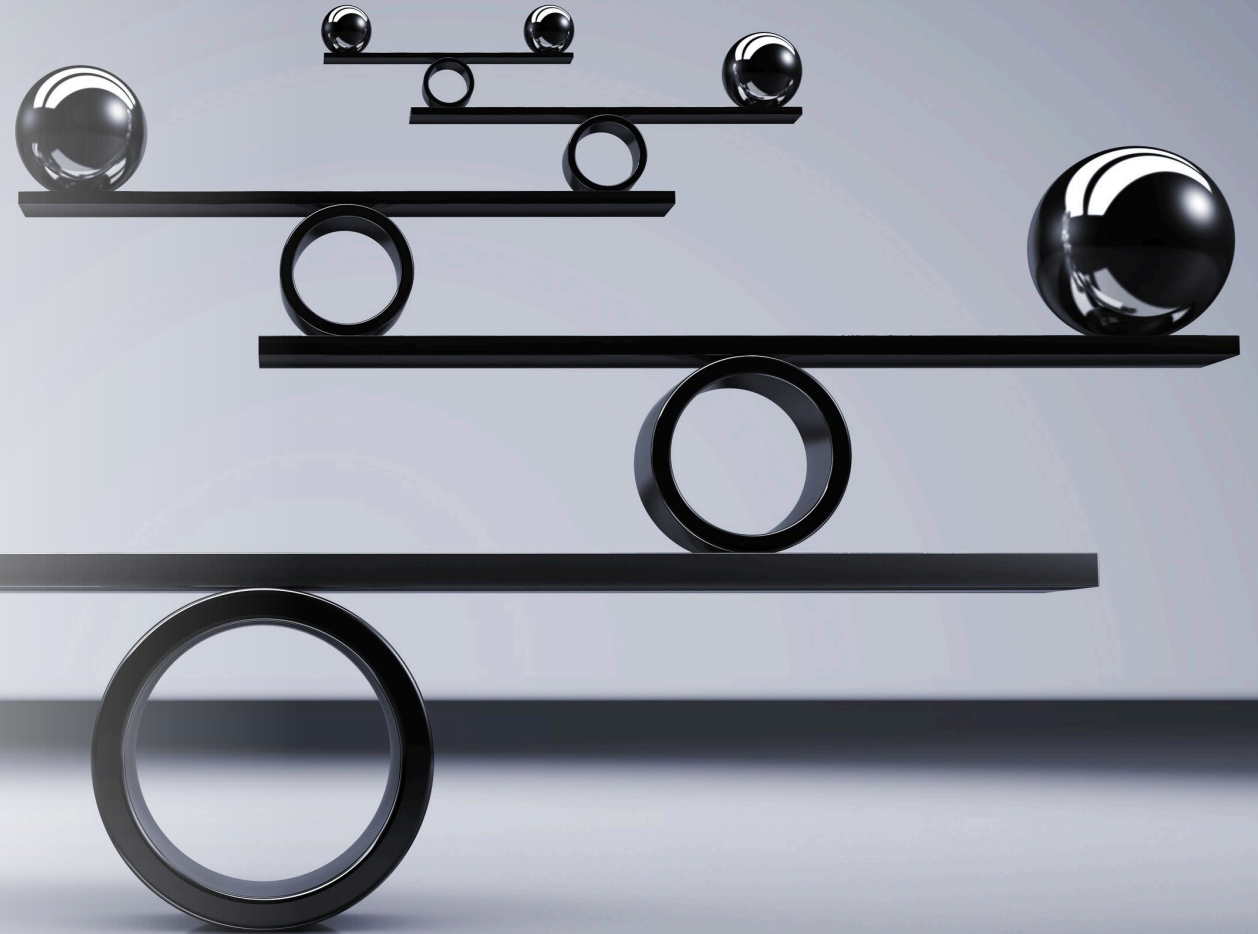
Why Are Values Important?

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

My 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.
- Be a great listener.
- 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://fs8.formsite.com/adworks/form52/index.html

Arapahoe/Douglas
WORKS!
Workforce Center
A proud partner of the americanjobcenter network