# Values Team Session: Manager Guidance Notes

## Purpose

Creating a mutually agreed set of behavioural standards that align to our values of Generosity of spirit, Respect, Inclusiveness, Excellence and will be useful in various team situations. The standards will work as a reminder of the expectation of staff behaviour at St Mary’s.

## Resources Required

* Flip chart paper with values written on (A3 will work with smaller groups)
* Pens
* Post it notes
* St Mary’s Values Poster Template

## Session Plan (45 minutes)

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| Introduction (5 mins) | Introduce the concept of our values and why they are important and how they link to our mission and ethos. Explain that each team is being asked to agree practical standards of behaviour that will underpin the values and that this will enable teams to identify examples that are relevant to them and the way they work. |
| Values Discussion  (20 mins) | Split the team into 4 groups and give each a piece of flip chart paper with one of the values.  Ask them to think of statements to sum up behaviours they feel are important for working together as a team. The groups should allocate a member to write each of these on separate sticky-backed notes and stick them on the flipchart.  The groups will have 5 minutes on each value and will be asked to rotate to another after this time so that each group has contributed to each value.  I***f you have a smaller team than 6 people we suggest they all work together on each value in turn. Move on to ‘Discussion and close’***. |
| Sort behaviours  (5 mins) | There may be some overlapping of statements. After the groups have finished sticking all of their ideas on to the flipchart, sort the sticky-backed notes into clusters of similar topics. Each of these topics will the standards. |
| Select behaviours  (10 mins) | Bring the team back together and review each set of standards under each of the values.  If there are a large number ask the group to say which are the most important to them (max 3 under each value).  For large teams this can be done by using dot voting: each person marks 3 behaviours under each value which are important to them with a dot. |
| Discussion and close  (5 mins) | Are there any areas that appear to be of particular importance to the team? Discuss the reasons behind all of the statements and their importance for creating effective teamwork.  Ensure that the whole team agrees on each of the standards and make any necessary adjustments. Inform the group that the agreed standards will be presented on an A3 poster board that should be displayed in the department.  Agree who will type up the behaviours into the poster template and return to [organisationaldevelopment@stmarys.ac.uk](mailto:organisationaldevelopment@stmarys.ac.uk) to be professionally printed. |

Once the behavioural standards have been agreed, explain to the team the importance of applying these to the way they work as a team. Team members should be encouraged to refer to the poster board regularly to remind themselves of how they agreed to work together. It may be an idea to type it up and circulate it to team members so that they have their own record of what they have agreed. As a team you should reflect on them regularly at team meetings, doing an honest ‘check-in’ of how well the agreed behaviours are being practiced and what needs to happen if they aren’t being demonstrated.