Values Integration Plan

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Purpose:
This plan is a practical tool to help agency owners integrate core values into daily operations, reinforcing culture through specific activities, recognition, and feedback practices.

Instructions:

- Use this template to plan ways to incorporate core values into regular team activities and interactions.
- Identify both ongoing and occasional practices that reinforce these values within the team.

Daily Operations

Example: For the value of "Compassion," implement a practice of daily check-ins to see if anyone needs assistance.
Frequency: Daily, during team meetings or stand-ups.

What daily practices will you implement to reinforce core values?

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How often will these practices occur?

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Recognition and Feedback

Example: Recognize and reward behaviors that demonstrate core values (e.g., Monthly "Values Champion" award).

What system will you create to recognize and reward behaviors that demonstrate core values?

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How will team members be involved in the recognition process?

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Onboarding and Training

Example: Include discussions and examples of core values during onboarding sessions. Develop scenarios and role-play exercises where team members can practice applying core values in different situations.

How will you incorporate core values into onboarding sessions?

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What training modules or exercises will you develop to reinforce values?

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Regular Reflections and Team Activities

Example:

- **Quarterly Reflection:** Schedule quarterly team reflections where team members discuss how they have seen values in action.
- **Team-Building Events:** Organize team-building activities that emphasize collaboration and support, reinforcing values.

What reflection or team activities will you schedule to reinforce core values?

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How often will these activities occur?

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Annual Review and Adjustments

Example: Once a year, review core values with the team and assess if any adjustments or new values should be incorporated based on growth or new goals.

How will you reassess your core values annually?

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What process will you use to adjust or introduce new values if necessary?

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