

Living Your Values: Building Engaged, Inclusive, and Recognised Teams

Participant Workbook

Module 1: Foundations of Effective Communication

Objective:

Understand how communication shapes culture and explore the difference between what is said and what is understood.

Notes / Key Concepts:

- _____
- _____
- _____

Activity / Exercise:

Said vs Understood – One participant describes an image; others draw it. Debrief on differences and discuss how tone, clarity, and assumptions affect understanding.

Reflection Prompt:

When has poor communication caused confusion or tension at work?

- _____
- _____

Action Plan:

One specific action I will take to improve communication:

- Action: _____
 - By When: _____
 - Support Needed: _____
-

Module 2: Living Your Values

Objective:

Turn company values into lived, observable behaviors across all roles.

Notes / Key Concepts:

- _____
- _____
- _____

Activity / Exercise:

Values-to-Action Workshop – Pick a value, define what it looks like and what it doesn't, then share with the group.

Reflection Prompt:

When have you seen company values fully lived? Where is the gap between talk and action?

- _____
- _____

Action Plan:

One action I will take to align my behavior with company values:

- Action: _____
 - By When: _____
 - Support Needed: _____
-
- _____

Module 3: Inclusion as a Strategic Advantage**Objective:**

Build awareness and practical skills to ensure every team member feels heard, valued, and able to contribute.

Notes / Key Concepts:

- _____
- _____
- _____

Activity / Exercise:

Perspective Swap & Silent Voices – Argue from another perspective; silent participants share thoughts afterward. Discuss barriers to inclusion.

Reflection Prompt:

When have you felt included at work? When have you felt excluded?

- _____
- _____

Action Plan:

One action I will take to support inclusion:

- Action: _____
 - By When: _____
 - Support Needed: _____
-

Module 4: Recognition That Drives Engagement**Objective:**

Shift recognition from a formality to a meaningful driver of motivation and belonging.

Notes / Key Concepts:

- _____
- _____
- _____

Activity / Exercise:

Recognition Mapping – Map where recognition happens, identify gaps, and explore opportunities for meaningful acknowledgment.

Reflection Prompt:

When was the last time you felt genuinely recognized? What recognition practices could be improved in your team?

- _____
- _____

Action Plan:

One recognition action I will take:

- Action: _____
 - By When: _____
 - Support Needed: _____
-

Module 5: Measuring and Sustaining Cultural Transformation

Objective:

Empower leaders to track progress, maintain momentum, and embed continuous cultural improvement.

Notes / Key Concepts:

- _____
- _____
- _____

Activity / Exercise:

Cultural KPI Builder – Design a metrics dashboard, discuss baselines and targets, plan quarterly reviews.

Reflection Prompt:

How do you know if your culture is improving? What small metric can show immediate impact?

- _____
- _____

Action Plan:

One action I will take to sustain cultural transformation:

- Action: _____
 - By When: _____
 - Support Needed: _____
-

Closing & Continuing Your Journey

- Reflect on your overall learning from all modules:

- _____
- _____
- _____

Commitment Quote:

"Values are only real when they're lived. What's one small action you'll take this week to bring our values to life?"