

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

Slide Table Quick Reference

Module 1 – Foundations of Effective Communication (70 min)

Slide #	Slide Title	Slide Content	Speaker Notes / Script	Timing (min)
1	Module 1: Foundations of Effective Communication	Living Your Values Training – Andy Henney	Welcome participants, introduce yourself, explain the module objective: understanding how communication shapes culture.	0–10
2	Objective	Understand how communication shapes culture and explore the difference between what is	Ask: “Can you share a recent example of a misunderstanding?”	10–15

		said and what is understood.		
3	Communication Gaps	- Words ≠ Understanding - Tone, intent, and context matter - Misunderstandings impact trust	Discuss examples from participants' workplaces.	15–25
4	Active Listening	- Listen to understand, not to respond - Ask clarifying questions - Reflect back to confirm understanding	Prompt: "When have you listened poorly? How did it affect the outcome?"	25–35
5	Reflection Prompt	Think of a time communication caused tension or confusion. What happened?	Allow 5 minutes for reflection; participants can jot notes.	35–40
6	Activity: Said vs Understood	One participant describes an image; others draw it. Debrief differences.	Timer: 15 minutes. Walk around, observe. Ask: "What differences did you notice between what was said and what was drawn?"	40–55
7	Link to Values	- Collaboration - Inclusion - Recognition	Discuss how communication supports these values in real work.	55–60

8	Key Takeaways	- Communication builds trust - Active listening strengthens engagement - Reflection + awareness = aligned actions	Summarize module, ask participants for real-life examples.	60–70
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#Module 2 – Living Your Values (70 min)

Slide #	Slide Title	Slide Content	Speaker Notes / Script	Timing (min)
1	Module 2: Living Your Values	Andy Henney Training	Introduce importance of living values.	0–10
2	Objective	Turn company values into lived, observable behaviors across all roles.	Explain why values matter in day-to-day work.	10–15
3	Values in Action	- Behaviors reflect values - Leaders model expected behaviors - Small actions matter	Ask participants: “Can you share an example where values were clearly demonstrated?”	15–25

4	Values Alignment	- Recruitment & onboarding - Performance evaluation - Team meetings & decisions	Discuss practical ways values can be embedded.	25–35
5	Reflection Prompt	When have you seen company values fully lived? Where is the gap?	Allow 5 minutes reflection.	35–40
6	Activity: Values-to-Action Workshop	Pick one value, define what it looks like and what it doesn't, share with group.	15–20 min activity. Walk around, facilitate discussion.	40–60
7	Personal Challenge	Identify one personal behavior misaligned with values. Create a small improvement goal.	Encourage participants to commit to one actionable step.	60–65
8	Key Takeaways	- Values are lived, not just posted - Small actions make big cultural impact - Reflection + practice = consistent behavior	Summarize, reinforce the importance of applying learning.	65–70

Module 3 – Inclusion as a Strategic Advantage (70 min)

Slide #	Slide Title	Slide Content	Speaker Notes / Script	Timing (min)
1	Module 3: Inclusion as a Strategic Advantage	Andy Henney Training	Introduce inclusion vs diversity.	0–10
2	Objective	Build awareness and practical skills to ensure every team member feels heard, valued, and able to contribute.		10–15
3	Inclusion vs Diversity	- Diversity: Who is in the room? - Inclusion: Who is heard? - Belonging: Who feels safe contributing?	Explain differences and importance.	15–25
4	Understanding Bias	- Recognize unconscious bias - Small awareness = big impact	Prompt: “Can anyone share an example of bias affecting a decision?”	25–35
5	Reflection Prompt	When have you felt included? When have you felt excluded?	Allow 5 min reflection, optional sharing.	35–40
6	Activity: Perspective Swap & Silent Voices	Argue from another perspective; silent participants share thoughts. Discuss barriers.	15–20 min activity. Facilitate discussion and insights.	40–60

7	Inclusive Practices	- Invite quieter voices - Rotate facilitation - Value all perspectives in decisions	Discuss practical steps to improve inclusion.	60–65
8	Key Takeaways	- Inclusion enhances engagement and innovation - Awareness + action = cultural transformation - Everyone has a role in inclusion	Wrap-up module, reinforce key messages.	65–70

Module 4 – Recognition That Drives Engagement (70 min)

Slide #	Slide Title	Slide Content	Speaker Notes / Script	Timing (min)
1	Module 4: Recognition That Drives Engagement	Andy Henney Training	Introduce recognition and its importance.	0–10
2	Objective	Shift recognition from formality to meaningful driver of motivation and belonging.		10–15
3	Why Recognition Matters	- Boosts morale, trust, engagement - Reinforces desired behaviors	Share real-life example of recognition impact.	15–25

4	Types of Recognition	- Peer-to-peer - Manager-to-team - Small wins & micro-acknowledgment	Discuss examples for each type.	25–35
5	Reflection Prompt	When were you last genuinely recognized? How can recognition improve?	Allow 5 min reflection.	35–40
6	Activity: Recognition Mapping	Map where recognition happens, identify gaps, explore opportunities.	15–20 min activity. Walk around, facilitate sharing.	40–60
7	Link to Values	- Align recognition with core behaviors - Celebrate actions, not just results	Discuss examples of recognition reinforcing values.	60–65
8	Key Takeaways	- Recognition builds engagement - Small, timely acknowledgment matters - Recognition reinforces culture	Wrap-up module and reinforce behavior change.	65–70

Module 5 – Measuring & Sustaining Cultural Transformation (70 min)

Slide #	Slide Title	Slide Content	Speaker Notes / Script	Timing (min)
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1	Module 5: Measuring & Sustaining Cultural Transformation	Andy Henney Training	Introduce why measurement matters for culture.	0–10
2	Objective	Empower leaders to track progress, maintain momentum, and embed continuous cultural improvement.		10–15
3	Why Measurement Matters	- You can't improve what you don't measure - Metrics guide action & accountability	Ask: "How do you currently track culture or engagement?"	15–25
4	Key Metrics Examples	- Engagement scores - Recognition frequency - Retention & internal mobility - Employee feedback	Discuss practical ways to track metrics.	25–35
5	Reflection Prompt	How do you know if your culture is improving? Which metric shows immediate impact?	Allow 5 min reflection.	35–40
6	Activity: Cultural KPI Builder	Teams design dashboard, discuss baselines/targets, plan quarterly reviews.	15–20 min activity. Guide participants to consider realistic metrics.	40–60

7	Storytelling & Reinforcement	- Share success stories - Celebrate wins publicly - Continuous recognition	Discuss importance of storytelling to reinforce culture.	60–65
8	Key Takeaways	- Metrics + reflection = sustained change - Storytelling reinforces learning - Action plans ensure values are lived	Wrap-up module, encourage follow-up action.	65–69