

## FROM PVA TO ACTION

### Session Leader Guide



A good start on your personal journey to get better connected to your personal values. There are many ways in which you can do this, Barrett Values Centre offer you two possibilities. One is to do an Individual Values Assessment (IVA), or a Personal Values Assessment (PVA). The difference between a IVA and a PVA is that a IVA provides a picture of your perception of the values at play at your workplace and the alignment or gap in between, while the PVA focus only on your personal values list. It is vitally important to know your values so that you can consciously use them in your decision making.

This tool is based on the self-assessment PVA. You find the on-line assessment at [www.valuescentre.com/pva](http://www.valuescentre.com/pva) and it is a free of charge report. The report you receive analyses your top ten personal values to determine, a) the levels of consciousness you operate from, and b) the types of values that are important to you (individual, relationship, societal). It provides you with a framework to relate to your own values and determine your strengths and improvement areas, as well as your next step of evolution.

The exercise is based on one of the tools in The New Leadership Paradigm Workbook: Leading Self. You can learn more about this at [www.newleadershipparadigm.com](http://www.newleadershipparadigm.com)

It also works well to use an IVA as a base for this exercise, but then you need to work together with a certified CTT consultant. Go to [www.valuescentre.com/about/our-community](http://www.valuescentre.com/about/our-community) to find a consultant near you. This exercise could be done individually as well as together with your team. The benefit of doing the exercise with your team members is that it provides an opportunity for you to get to know each other better on a deeper and more profound level. Which is fundamental when growing respect and trust between each other. It also offers you a possibility to get feedback and affirmation on your personal values and if you walk your own talk or not.

If you decide to do the exercise with your team, then we recommend that you ask your participants to do the PVA and personal reflections before the group meeting. Ask participants to bring their results with them.

#### PURPOSE

To find out more about yourself. What is important to you and what motivates you.

#### OBJECTIVE

To deepen your understanding of the values that are important to you and the levels of consciousness you operate from.

#### TIME

The estimated time for this exercise is approx. 1 – 2 hours.

### BEFORE THE SESSION

1. Anchor the decision to do the exercise in your team.
2. Select participants and book a meeting room.
3. Decide whether you should prepare yourself or use a guest speaker to introduce the workshop and/or create the right atmosphere.
4. Send out an invitation, communicate purpose and objective, when, where and who.
5. Select the slides you intend to use. Look for ideas and select the supporting slides at [www.valuescentre.com/getconnected](http://www.valuescentre.com/getconnected).
6. Make sure the meeting room is ready with all the material needed.
7. If you intend to use a meeting evaluation or reflection, have it prepared in advance (see page 172).
8. Try to come at least 20 minutes before everyone else.
9. Write the Purpose, Objective and Agenda on a flipchart so that everyone can see it during your whole session.

### DURING THE SESSION

1. Present the Purpose, Objective and Agenda of the meeting. Highlight when you intend to end the meeting. Ask if everyone will be able to stay for the whole meeting.
2. Ask the manager to express his/her personal view on how important it is for each participant to clearly understand and articulate their view.
3. Introduce the exercise by sharing the steps to be taken. Make sure everyone understands the exercise. Allow time for questions and concerns.
4. Make sure everyone gets the opportunity to voice his or her view. Be assertive and probe for questions. Remember, the process is as important as the outcome.
5. Conclude the exercise with a shared reflection of the experience and learnings.

### AFTER THE SESSION

Make sure to recognize and see each other's strengths and behaviour as confirmation and acknowledgement of what you have shared with each other during your meeting.

There should only be individual actions after this exercise, no team actions, except the action defined above.

## Individual Exercise

(Could also be used as instruction to be sent out via mail before a team meeting)

### 1. Get prepared 10 min

Bring paper and pen to make notes, if needed. Find a place where you can be undisturbed and by yourself for about 30-60 minutes. Connect to the PVA website at [www.valuescentre.com/pva](http://www.valuescentre.com/pva). Relax and get centred to be here and now. If you want, you could do the “Creative Mind – Meditation”, which you find at page 190.

### 2. Do Personal Values Assessment 5 – 10 min

Select the values that most represent who you are, not who you would like to be. If you don't find your exact value word in the list, please select the one that best describes your personal value. Write your own value in your own notes, too. Complete the online survey, and get your report (pdf) via mail. Print your report and read it. Make notes of what becomes clear about you, and highlight what best describe who you are.

### 3. Analyse and reflect 30 – 45 min

Use the two worksheets in the PVA to reflect upon your most important values and behaviours and values you want to live and/or explore more. Share page 92 or 197.

### 4. Prepare (3-5 min) presentation 15 min

If you are going to have a team meeting where you will share your personal values, please prepare yourself to talk about your most important values and behaviours. You only have to share what you feel like sharing. No one can force you to share what you don't feel like sharing. You may also share what you want to explore or do more of, your individual evolution.

## Agenda – Team sharing

(proposal and facilitator notes)

### 1. Introduction 20 – 30 min

Go through Purpose, Objective and Agenda. Be open for questions and concerns. Invite the participants to share how it was to do the individual exercise. Ask if there are any specific learnings, questions or concerns from the prework.

### 2. Sharing and listening 20 – 60 min

If you have a small team, ask everyone to stand in front of the group for a few minutes and describe their main results. If you have a larger group, split the group into threes and give them about 20 minutes to share and discuss their answers with each other.

### 3. Whole Group Reflection 15 – 30 min

Have the group reflect on what was the major thing they learned and took away from this exercise?

