

Living Your Values?

Instructions to Coach:

Values Elicitation Exercise

This exercise needs to be carried out with a coach facilitating the process for the client and is particularly useful to help people that wish to work on emotive goals such as career or relationships.

Note: The following instructions have been created with career in mind – this can be substituted for relationship or other goal as applicable.

Step 1: Advise your client that you will be asking them questions that may seem repetitive but are necessary to support them to find their values and explore their motivations at a deeper level. Let them know that as they talk about their work, you will need to interrupt them often, will that be OK? Let them know that you will be taking notes and they must not take notes as they need to focus solely on answering your questions.

Step 2: Ascertain a clients' career history

- What is your current job? In what role/doing what? How long there for? How long have you liked it for?
- What was the job before that one? ? In what role/doing what? How long there for? How long did you like it for?
- Continue with this questioning for 3-5 times in order to get an idea of a pattern emerging around the number of years (or months) that people stay in a job. You also want to see what they are doing and if they do different things when they change jobs

Step 3: Now you have an idea of their work history, set a broad goal for them around their career to give them a sense of what that career might look like eg I want to be the Head of the department, I want to have a job I love. It doesn't have to be specific, you are helping them identify their values around work.

Step 4: Explore the career goal in depth to understand what is important about it.

- What is most important to you in [name the goal]?
- Keep asking the question as well as getting them to chat about the goal that they want. Listen out for abstract words such as fulfillment, passion, purpose, love, security, opportunity etc. and write them down as they arise
- If they give sentences like working in a team, making a difference ask them:
 - What that would give you?
 - How would you feel?
 - What sense would you get?
- Aim to have 25-30 words. If they cannot think of anything else about their goal ask them about anything else that was important about their last job:
 - When you started?



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- What do you like now?
- What don't you like now?

If they don't like their current job & they have been doing it for a while, ask them:

- What keeps you going in day after day?

Step 5: Now show the list of values to your client and ask them to tell you which are the most important values to them in their new job/career/goal. List the top 3.

1

2

3

These become their aspirational values, meaning the ones they want to have but may not have, especially in a job they don't like. If someone works in an area they like, they may well have the values they select in which case their aspirational and core values will be similar or the same.

Then ask them to review the full list and select the values that they currently have at work. List the top 3.

1

2

3

These become their core values.

Step 6: Explain that they now have two sets of values. With aspirational values, when setting goals, include them in their planning but recognize that these could be compromised on if necessary. With core values, when setting goals these values must be met and in addition, the goals must not conflict with them.