**One Council – Our Core Values and Behaviours**

**Quick Practical Guide for Individuals**

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| Delivers, Shapes, Leads logo | Read through the behaviour descriptions for the level that applies to your job (delivers / shapes / leads). |
| Thought bubble picture | Think about and make a note of which core values and behaviours are your strengths (that you already do well) and which you could develop. |
| Logo for acting as individuals showing magnifying glass on cartoon image of people | **Try to answer these questions:**   * I think my strengths are… * People often tell me I’m great at… * I think I need to focus some attention on… * I sometimes get feedback about… that I could work on. * The things I find hardest are … * When I work with people who demonstrate these behaviours, I feel … * When I look at the team I work with, we are great at … * When I look at the team I work with, we could be better at … |
| Picture of paper and pen | **Your Strengths**   1. Think about and make a note of an example of when you've demonstrated that core value behaviour (What was the situation? What were you doing or asked to do? How did you approach that? What was the outcome, and what did you learn from that?) 2. Look at the next level - are there some behaviours at the next level that you are also demonstrating? |
| Picture of a silhouette of a head with cogs inside the mind | **Your Development**   1. Are there any core value behaviours that you can't think of an example for, or that you find difficult? Make a note of these as areas you could develop. 2. Next level - are there any core value behaviours that you think you partly do or could work towards? |
| Logo for Our Behaviours showing two people high fiving each other | **Using our Core Values and Behaviours**  Once you're clear about your strengths and areas for development, you can then use our Core Values and Behaviours in discussions with your manager and colleagues about how using and developing the behaviours can help:   * You develop in your role. * Support team working. * Help you make a difference to the service you deliver. |

**Here are some tips on using Our Core Values and Behaviours to help you make a difference…**

For yourself, we hope you will:

* Take time to understand the behaviours and what they mean for your work.
* Think about and record examples of how you are demonstrating the behaviours to support discussions with your manager or planning your development.
* Identify behaviours you could develop or demonstrate more clearly.
* Observe people who are demonstrating the behaviours and take learning from how that could be useful to how you work.
* Have a conversation about the behaviours with your manager in your individual meetings and your appraisal.
* Discuss behaviours with your coach or mentor, focussing on how specific behaviours can help you resolve issues.
* Ask for feedback from your colleagues and Manager. Listen to and act on feedback you receive.

With other people, we hope you will:

* Refer to the behaviours as part of team or project meetings, e.g., which of the behaviours will help you work better as a team or improve project outcomes.
* Recognise great behaviour in others and tell them about why that was helpful and/or useful.
* Feel comfortable to challenge behaviours that aren’t helpful to how we work, focusing on the positive behaviour you do want and why that matters.