List of **Work Values**

This exercise is to be taken online prior to the course. Click on the link and follow the instructions: https://www.icscareers.com.au/card-sort/

1. **ACHIEVING OUTCOMES**
   To achieve important things.
2. **ANALYTICAL THINKING**
   To extract key information from data and develop workable solutions
3. **BEING INNOVATIVE**
   To be innovative and imaginative. To develop and create new ideas.
4. **BEING VALUED (RECOGNITION)**
   To be recognised and valued for my contributions. To get positive feedback for good work.
5. **CAREER PROGRESSION**
   To get the most out of your career.
6. **CHALLENGING WORK**
   To engage in demanding tasks. To test my abilities.
7. **CHANGE AND VARIETY**
   To have variety of activity, people and location.
8. **COMMUNICATING WITH OTHERS**
   To engage with others through communication.
9. **DETAILED WORK**
   To pay attention to detail when working.
10. **EFFICIENCY**
    To organize your time and effort to complete tasks on time.
11. **FINANCIAL REWARD**
    To earn a good salary. To be paid what I am worth.
12. **FLEXIBILITY**
    To adapt to change, particularly regarding how and when work gets done.
13. **HELPING OTHERS**
    To help, care for and nurture others. To show compassion.
14. **INTEGRITY**
    To have upstanding character traits and work ethics.
15. **LEADING OTHERS**
    To influence the thoughts and actions of others. To lead people.
16. **LEARNING (SELF DEVELOPMENT)**
    To have professional and personal growth. To learn new skills and knowledge.
17. **LOGICAL THINKING**
    To analyse situations and come up with sensible solutions.
18. **PREDICTABILITY**
    To know what to expect from your work environment.
19. **SOLVING PROBLEMS**
    To engage in complex tasks requiring an intellectual grasp of several issues.
20. **TAKING RESPONSIBILITY**
    To be responsible and accountable for results and quality.
21. **TAKING RISKS**
    To take risks. To embrace change.
22. **TEAMWORK**
    To work in a team. To belong to a team. To have close relationships with colleagues. To work in a supportive environment.
23. **WORK AUTONOMY**
    To decide how I spend my time. To have control over what I do. To make my own decisions.
24. **WORKING WITH DATA**
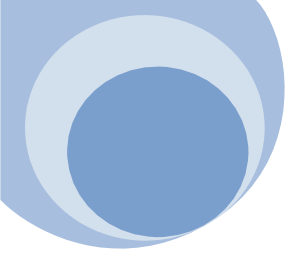   To anaylise and process data. To evaluate and examine information.

Write below the top 4 values from the "very important" column (https://www.icscareers.com.au/card-sort/)

4 TOP WORK VALUES:	
1.	**3.**
2.	**4.**

Questions to reflect on the results of the exercise:
1. Were there any SURPRISES when doing this exercise?
2. What are the TOP 4 values from your list?
3. HOW are those 4 values important for you NOW?
4. In the last year or so, WHEN have these values been met?
5. TO WHAT EXTENT are my top values BEING MET?
6. Is this a NEED or a VALUE?
   o *Need*: Without this condition, I can't work
   o *Value*: It is important to me. If this value is not met, I get demotivated
7. Any areas/anything you STRUGGLED with? WHY?

SUMMARY CHART

Values

Success

Motivators

Achievements

Skills

Strengths and Qualities