hhmi values

Excellence | Collaboration | Innovation
Integrity | Inclusion | Developing Others

learning @hhmi

DISCUSSION GUIDE FOR TEAM MEETINGS

Before the meeting, review this template thoroughly. Familiarize yourself with the HHMI Values and gather relevant examples that illustrate these values in action within your team.

Remember, as a manager, it's your role to lead by example – and your team is watching. This meeting is a crucial step in aligning your team with HHMI's Values, setting the tone for how these will be integrated into daily work, and building a positive team culture. Be authentic, open, and embody these values as you facilitate this meeting and beyond.

Additional HHMI Values resources are available here and will be helpful as you plan your team discussions.

## WELCOME AND INTRODUCTION (5 MINUTES)

Begin the meeting with introductions: make sure to communicate the importance of the values, their role in shaping the organizational culture, and how they will guide individual and team behaviors and decision-making.

☐ Welcome everyone to the meeting and explain the purpose: to introduce and discuss the HHMI Values.
☐ Provide some opening remarks – in your own words.

For example, *"Welcome everyone, and thank you for making the time to be here today to talk about HHMI's Values. These values should really be much more than words on a poster; they should be guiding principles to shape our behavior, decision-making, and approach to work. They will* empower *us to be intentional in shaping and reinforcing culture – and help us communicate who we are and how we interact with each other and the broader community. This meeting is designed for us to explore each of the six values – and think about how we might exemplify them in our daily work."*

PRESENTATION OF VALUES (30-40 MINUTES)
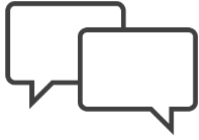
Start with a general conversation about the values. Go through each HHMI value one by one: Excellence, Collaboration, Innovation, Integrity, Inclusion, and Developing Others. Pause to discuss each of the values, explore their meaning and relevance, and provide specific examples from your team's work. This will help make the values more tangible and relatable.

Provide context for the values by sharing relevant examples. You may even try using team members as positive examples of each value in action.

Choose an icebreaker activity from the options provided. This is an informal way to get your team thinking about the values and how they relate to their work and experiences.

Suggested icebreakers:

☐ **Value Story Swap:** Ask participants to share a brief story from home or work that they think embodies one of the values. This can be a fun, insightful way to see how each person interprets the values.

☐ **Values in a Hat:** Write each value on a separate piece of paper and put them in a hat. Have each participant draw a value and share an example of the value in action – and how it could shape a positive culture across HHMI.

☐ **Value Storytelling:** Divide your team into small groups and assign each group one of the values. Each group should come up with a short story that illustrates their value in action. After 5-7 minutes of preparation, each group shares their story.

☐ **"Two Truths and a Lie" Values Edition:** Each team member prepares three statements related to the values – two true, one false. The rest of the team must guess which statement is false. This game encourages team members to think deeply about the values and can stimulate interesting discussions.

TEAM DISCUSSION (30-45 MINUTES)

Choose from the provided discussion activities or create your own. The aim is to foster a deeper understanding of the values and encourage the team to consider how they can incorporate these into their daily work. The three suggested activities are below.

ACTIVITY: VALUES AND GOALS/PRIORITIES

This activity promotes a deeper understanding of the values and encourages team members to apply them to their own work.

☐ **Think (5 Minutes)**: Have each team member individually reflect on the six HHMI Values. They should consider how these values and the behaviors they promote, can help them achieve their personal and team goals. Ask them to write down their thoughts.

☐ **Pair (10 Minutes)**: Now, ask team members to pair up and share their reflections. Each pair should discuss the ways they believe the values could contribute to achieving their goals.

☐ **Share (15 Minutes)**: Bring the whole team back together. Ask each pair to share their insights with the group, fostering a broader discussion on the connection between values and goals.

ACTIVITY: VALUES IN ACTION

This activity not only deepens the team's understanding of the values but also encourages them to think practically about how to bring these values to life in their day-to-day work.

☐ **Group Assignment:** Depending on the size of your team, either split the team into smaller groups or have one open discussion as a whole team. If you go with groups, assign each group 1, 2, or 3 of the HHMI Values to focus on. If discussing as a whole team, plan to address each value sequentially.

☐ **Group Discussion:** Each group should spend time discussing practical ways they can incorporate their assigned value into their everyday work. Encourage each group to think about specific behaviors and actions that embody the value.

☐ **Share with the Team:** If in smaller groups, have each group present their ideas to the whole team, sparking a larger discussion. If discussing as a whole team, spend a few minutes on each value, allowing everyone to contribute ideas.

ACTIVITY: VALUES-BASED DECISION-MAKING/PROBLEM SOLVING

This is a way to build in a "values-check" into your problem-solving and decision-making processes by encouraging the team to incorporate and consider the HHMI Values in their everyday work.

☐ **Problem Discussion:** Identify a decision or problem that needs to be made/solved (or was previously). Discuss the situation (present or past) as you would normally do.

☐ **Values Check:** Before settling on a solution or decision – or revisiting the past resolution, carry out a "values-check." Assess each proposed solution or decision against the six values. Discuss how well each choice aligns with each value and what adjustments might be made to better align it.

☐ **Decision Making:** Decide on the solution or decision that best aligns with the values, as well as effectively addresses the problem at hand. If you use a past situation – discuss how having a "values-check" may have been useful and discuss how to use it going forward.

THE ROAD AHEAD (15 MINUTES)

Discuss the implementation of the values going forward. Invite team members to share ideas and suggestions on how to incorporate the values and to promote a positive environment. Summarize, share ideas, seek feedback, and agree to next steps.

You could also plan to run a quick closing activity such as any of the following:

☐ **One Word Forward**: Ask each participant to share **one word** that they feel represents their commitment to incorporating the new values into their work. This activity is quick, engages everyone, and can be a powerful representation of collective commitment.

☐ **Value Shout-Out**: Ask team members to give a "shout-out" to a colleague who they think already embodies one of the new values and explain why. This positive reinforcement can help to crystallize what each value looks like in action.

☐ **My Tomorrow's Commitment**: Ask each person to share one thing they will do tomorrow that demonstrates one of the new values.

☐ **Pass the Baton**: Have team members 'pass the baton' (symbolically) to the person next to them, sharing a quick tip on how to embody a specific value in their daily work. This encourages peer learning and values sharing.

Thank everyone for their participation. Emphasize the importance of these values in shaping HHMI culture. Encourage everyone to think about these values and how they can incorporate them into their work.