

TIPS AND IDEAS FOR YOUR VALUES EVENT

Plan a values event at your school

The purpose of this 'how to' guide is to help you plan a staff event to further explore and celebrate our values.

Whether you are having a small team catch-up or an all-staff meeting, this guide will help you organise a successful event.

Why hold a values event?

Bringing your staff together for an event is a great way to foster relationships and build the positive culture of your school. Using the DET's values to help frame these discussions through a fun and informal event helps you build a shared understanding of your school's vision and our values.

With Respect the focus for October, an event is an excellent opportunity to recognise the achievements of your staff and show your respect for each other.

In many ways, we are already living the values just by doing what we know and what we believe to be right. We encourage you to use the thank you cards with your colleagues to recognise these actions and how they articulate our values.

The other materials in the Values Event Pack are designed to support you to introduce, or revisit, DET's Values with your staff. New materials include a PowerPoint presentation, a Defining DET's Values at your school team activity and scenarios focussed on the value of Respect for team discussions.

You can decide how and when you use the resources and which are the most useful for you and your staff.

Planning your event

Decide what type of event/s you would like to organise e.g.

- morning or afternoon tea
- values-focussed staff meeting
- 10-minute team meeting
- after-work celebration

Decide what the objectives of your event are e.g.

- develop shared expectations for value-led behaviours
- understand why DET's Values are important to us
- have a group discussion about what Respect looks like at your school
- celebrate a recent team success
- raise awareness of the seven DET's Values

Determine how many staff may attend to ensure you select a suitable venue, have enough materials and refreshments (if applicable).

Decide on day, date, time, duration, location.

Consider: disruption to classes, conflicting events or priorities, and try to make your event as inclusive as possible.

Determine what resources/materials you'll need.

Consider: laptop/screen for presenting PowerPoint slides, whiteboard, whiteboard markers, butchers paper/large notepads, pens and paper.



The values event pack includes the following resources:

- PowerPoint slide pack with team activities and suggested talking points **NEW**
- Defining DET's Values at your school team activity **NEW**
- Five scenarios focussed on the value of Respect for team discussions **NEW**
- Understanding DET's Values School Guide booklet **UPDATED**
- DET's Values Quick Reference Guide
- DET's Values flyers for use as part of an activity or to distribute amongst staff **NEW**
- Thank You Cards to be used by leaders or colleagues to recognise staff achievements **NEW**
- DET's Values balloons, fridge magnet and large A1 size poster for display at your staff event and/or in your staff room **NEW**

Determine if you would like to cater the event.

Consider: whether your event is during a meal time. Staff could bring a plate of food. Tip: try cupcake icing in values colours.

Determine how you will invite staff.

Consider: sending an invitation in advance and reminding staff a day or two before. Include in your invitation or flyer what staff are expected to bring (e.g. plate of food or pen/notepad).

Planning checklist

Before the event:

- If necessary, prepare a running sheet with times for speakers and/or team activities
- Check your venue has everything you need for the day
- Test PowerPoint slides (if using)
- Remind staff about the event and if they need to bring anything

On the day:

- Make sure that you have the values event pack
- Set up tables and chairs according to your type of event
- Blow up the balloons and display around the room
- Display large poster and place other resources around the room, e.g. A5 flyers, Thank You cards
- Set up team activities resources and materials (if applicable)
- Set up refreshments and catering (if applicable)
- Capture the event by taking photos and recording any notes, feedback or actions

After the event:

- Distribute the remaining values event pack resources amongst school leaders and staff
- Share any notes or actions with relevant staff
- Share your feedback, photos and stories about your school staff event with central office by emailing

DET.values@edumail.vic.gov.au