

Redesign – Refocus “Respectful Workplace” workshop into
“Living the A-dec Way Through Caring, Connection and Commitment”

Project Proposal

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Redesign- Refocus

Background:

Respectful Workplace was introduced at A-dec many years ago. It has been refreshed several times with the current version created during COVID. It was shortened from a 3-hour program to a single hour to accommodate manufacturing production needs.

The current 1-hour session includes the following topics:

- Why it's important to maintain a respectful workplace (Company values – The A-dec Way #1 and #4 –)
- Personal awareness and mindset
- Thermometer v thermostat (energy)
- Brainstorm behaviors essential to maintaining a respectful workplace
- Assume positive intent and focus on the 100/0 principle
- Watch Thai commercial and debrief
- R4 Model of response – dealing with conflict/disrespectful behavior

Current Audience: All new employees are required to attend the Respectful Workplace workshop.

Current Program Objectives: At the end of 1-hour participants understand:

- What is a respectful workplace
- Why is having a respectful workplace important
- Why personal awareness and mindset are important
- Understand the 4R model and a method to work through a conflict situation

New Program- “Living the A-dec Way Through Caring, Connection, and Commitment”

Program Introduction: Living the A-dec Way is a program to help employees understand how *The A-dec Way* principles can guide them to be successful and thrive at A-dec.

I will create two versions of Living the A-dec Way workshop. One for individual contributors (IC) and one for leaders. This project proposal will focus on the IC version.

Project Objectives and Outline:

IC Objective: Gain knowledge and skills around how to use *The A-dec Way (AW)* values in day-to-day work (and in life). Create a higher level of trust among team members, be willing to share ideas, and be able to make confident decisions based on AW principles. Understand how to utilize the AW to grow, learn, and thrive at A-dec (and in life) and how each of us contributes to A-dec's evolving culture.

IC Workshop Outline:

- Why A-dec Way was created? What does it do for me as an employee?
- What does it mean to live our values each day? Connecting the behaviors and principles. What are the behaviors? What do they look like? Feel like? Sound like?
- Introduce A-dec Way 1-4 (Creating a culture of caring)
 - AW #1 – Concern for people
 - AW#2 – Provide opportunities and assist in self-development
 - AW#3- Provide an atmosphere encouraging self-satisfaction and pride

- AW#4 – Encourage team effort
- How can I use *The A-dec Way* in my day-to-day activities?
 - Growth v fixed mindset (2, 3, 4)
 - 100/0 principle (circle of control) (1, 4)
 - Self-awareness (2, 3, 4)
 - Positive intent / Negativity Bias (1, 4)
 - Feedback (1, 4)
 - What we all need (belonging) (1, 3, 4)
 - Psychological safety, vulnerability, and purpose (Coyle, 2018)
- What gets in our way?
 - Ego
 - Competition/Self-interest
 - Biases (unconscious)
 - Unmet needs/Past Trauma
- What tools do I have when things go wrong?
 - Leaders/HR
 - Integrity hotline
 - Communication tools, appreciative inquiry
- What is a culture of caring, connection, and commitment? What is my part? What can I do? What is my commitment?
- How do I learn more about the rest of *The A-dec Way* values?

Desired Outcomes/Results:

The desired outcome of this workshop is to strengthen employee engagement and morale through a deeper connection with A-dec's values. That deeper connection enhances alignment of individual behaviors and actions, like improved communication among team members, increased idea sharing, giving and receiving feedback, and increased team productivity. Overall, this helps to empower our employees to contribute to shaping A-dec's evolving culture.

Evaluation/Measure of Success:

- See/hear employees using A-dec Way language in their day-to-day work.
- Enjoy facilitating the class and sharing what I believe makes our organization such a special place to have a career.

Transfer of Skills:

- Leadership and Human Potential – ORGL 515 – Using appreciative inquiry techniques to develop a sense of unity. (Stavros, Torres. 2018)
- Imagine, Create, Lead – ORGL 605 - Belonging activity using the “This is me video” with Keala Settle.
- Team Building and Leadership – ORGL 550 - Belonging highlighting psychological safety, vulnerability, and purpose from The Culture Code (Coyle, 2018), and considering how rituals are part of our culture and how to amp that up from Rituals Roadmap (Keswin, 2021). Using a variety of experiential activities to support the desired learning outcomes.
- Adv Team Building and Leadership – ORGL 551 – Skills for planning and organizing the workshop.

- Communication Teaching and Pedagogy – COML 510 – Skills for planning and organizing the workshop.

Resources

Coyle D., (2018). *The culture code. The secrets of highly successful groups. Random House Business.*

Stavros J., Torres C., (2018). *Conversations worth having. Using appreciative inquiry to fuel productive and meaningful engagement. Berrett-Koehler.*

Keswin, E., (2021). *Rituals roadmap. The human way to transform everyday routines into workplace magic. McGraw Hill.*