

CITY OF MADISON

From Values to Action Learner Activity Instructions



Welcome to the City of Madison! The City holds five core values at the forefront of our operations. These values function as a guide for employees to make decisions related to the services we deliver to our community, and as a way to ensure our employees grow confidence in our ability to do our jobs well.

Our Values:

Equity – We are committed to fairness, justice, and equal outcomes for all.

Civic Engagement – We believe in transparency, openness, and inclusivity. We will protect freedom of expression and engagement.

Well-Being – We are committed to creating a community where all can thrive and feel safe.

Shared Prosperity – We are dedicated to creating a community where all are able to achieve economic success and social mobility.

Stewardship – We will care about our natural, economic, fiscal, and social resources.

City of Madison Mission, Vision, Values, and Service Promise Video:

Link to the [City of Madison Mission, Vision, Values, and Service Promise Video](#) that was shown in the Orientation session on your first day.



Learner Activity Instructions:

On the next page, you'll find the **From Values to Action Learner Activity**. This activity acts as a guide for you and your supervisor to discuss the City of Madison's values and how they connect to **you** as an individual contributor to the organization. You'll notice the values stated again, and below them, two to three questions relating to that value for you to consider.

- Within the first month of employment with the City of Madison, meet with your supervisor to discuss what these values mean to you and your new role.
- Supervisors should utilize this worksheet throughout your first year of employment. Check-in on how these values have guided you through your daily work, and broader service to our community throughout your 3-month, 6-month, 1-year check-ins, and beyond!
 - 3-Month Check-In
 - 6-Month Check-In
 - 1-Year Check-In
 - Annual Check-In's Beyond 1-Year

For Supervisors:

Utilize these questions and responses to help connect your new employee's position descriptions to real-world applications to demonstrate the value contributions this new staff member is adding.

- Create a Professional Development Plan (*you can find expanded instructions in the [New Employee Onboarding Checklist](#)*).
 - Arrange for learning and development activities to be an appropriate percentage of the [New Employee Onboarding Schedule](#). Where possible, do your best to vary the learning modes (i.e., online modules, virtual in-person training, hands-on practice and review, discussions, and coaching).
 - Consider what learning and development the employee needs to be successful in their first 30 days, 3 months, 6 months, 12 months, and beyond.
- Review and discuss items in this **From Values to Action** learner activity throughout your [Employee Onboarding Check-In Meetings](#).



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From Values to Action Learner Activity

How can we imagine the City of Madison's Values guiding our daily work? What might these values look, sound, and/or feel like for you in your new role? If you need guidance, read through the list of questions beneath each value below – consider your position description and what efforts you might be working on in your new role.

Equity: We are committed to fairness, justice, and equal outcomes for all.

- How will you consider who will benefit or burden from the service you provide to our community?
- How will you involve those who stand to be impacted by your decisions?
- Consider the privileges you bring to the table, and who else may need to be represented?
- *Example: Equity looks like considering all in your decision making, including those who are different from you.*



Notes and date to be discussed:

Civic Engagement: We believe in transparency, openness, and inclusivity. We will protect freedom of expression and engagement.

- How will you ensure you include stakeholder engagement and public participation?
- In what ways will you hold yourself accountable to taking action on stakeholder input?
- Name 3-5 ways you could report out to stakeholders (internal and external)?



Notes and date to be discussed:

Well-Being: We are committed to creating a community where all can thrive and feel safe.

- What does it look like, sound like, and feel like to commit to your wellbeing in the workplace?
- In what ways can you imagine contributing to a safe work environment for all?



Notes and date to be discussed:

Shared Prosperity: We are dedicated to creating a community where all are able to achieve economic success and social mobility.

- How will you know if anyone in our community is better off as a result of the service you provide?
- In what ways can you tell the story of how your service impacted folks in the community? *Consider qualitative and quantitative information.*



Notes and date to be discussed:

Stewardship: We will care about our natural, economic, fiscal, and social resources.

- How can you imagine doing your job in the most sustainable way?
- How will you hold yourself accountable to stay on track – both in time and budget – for the service you provide?



Notes and date to be discussed: