

ITS VALUE	DO	DON'T
<b>Communication</b>	<ol style="list-style-type: none"> <li>1. Listen to others</li> <li>2. Encourage the free exchange of ideas</li> <li>3. Be concise and clear</li> <li>4. Embrace different points of view</li> <li>5. Understand that people process differently</li> </ol>	<ol style="list-style-type: none"> <li>1. Talk over/interrupt others</li> <li>2. Make assumptions</li> <li>3. Be ambiguous</li> <li>4. Tell people not to talk across teams</li> <li>5. Preach</li> </ol>
<b>Innovation</b>	<ol style="list-style-type: none"> <li>1. Collaborate with others</li> <li>2. Learn from mistakes</li> <li>3. Try new things</li> <li>4. Be flexible</li> <li>5. Be open-minded</li> </ol>	<ol style="list-style-type: none"> <li>1. Shut people down</li> <li>2. Be rigid</li> <li>3. Tell people they can't talk to other people</li> <li>4. Say it is "not possible"</li> <li>5. Over promise</li> </ol>
<b>Integrity</b>	<ol style="list-style-type: none"> <li>1. Be honest and consistent</li> <li>2. Own and learn from mistakes</li> <li>3. Take ownership</li> <li>4. Follow through</li> <li>5. Honor your word</li> </ol>	<ol style="list-style-type: none"> <li>1. Blame others</li> <li>2. Criticize mistakes</li> <li>3. Sugar coat</li> <li>4. Over promise</li> <li>5. Show up late</li> </ol>
<b>Respect</b>	<ol style="list-style-type: none"> <li>1. Respect other's time</li> <li>2. Acknowledge other ideas, opinions, and perspectives</li> <li>3. Allow everyone to be heard</li> <li>4. Take time to listen and listen sincerely</li> <li>5. Empower people</li> </ol>	<ol style="list-style-type: none"> <li>1. Be condescending</li> <li>2. Shutdown other's opinions</li> <li>3. Be passive aggressive</li> <li>4. Be negative about contributions</li> <li>5. Be late</li> </ol>
<b>Teamwork</b>	<ol style="list-style-type: none"> <li>1. Celebrate and recognize accomplishments</li> <li>2. Communicate</li> <li>3. Be inclusive/collaborate</li> <li>4. Involve everyone who needs to be involved</li> <li>5. Combine/leverage skillsets</li> </ol>	<ol style="list-style-type: none"> <li>1. Discriminate or silo</li> <li>2. Shut down opinions</li> <li>3. Focus on the negative</li> <li>4. Exclude others from problems or solutions</li> <li>5. Take cheap shots</li> </ol>