

Value Cards®

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Very
important
to me

User Manual



Acknowledgement

The Drug Education Network (DEN) is so proud of the Value Cards project.

It emerged as an exercise to facilitate discussion and engagement during our drug education programs. Very quickly the applications grew and exercises are now used widely by the DEN to assist organisations and individuals in many aspects of their work.

The Value Cards help to deal with difficult decision making and enrich our understanding of self and others. They inform action and practice, define identity and purpose, and enhance service delivery.

We wish to thank the originators, Miller, C'de Baca, Matthew & Wilbourne, for creating the concept and design in 2001 and making it available to the world; Jonathan Paré for his great work in introducing, developing and using the exercises in our education programs; the DEN Board who had faith in the project and funded its development; Ronnie Voigt and Zoe Kala for project management and design; Cathy McAuliffe for graphic design; and Kaitlyn Barlow for finalising the project.

Most of all, thank you to the many hundreds of people who have used the Value Cards and provided feedback on their application and worth.



Chair, DEN

The Drug Education Network Inc. is a not for profit organisation committed to improving the health and wellbeing of Tasmanians. DEN has produced these cards as a cost neutral exercise.

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Introduction

The Drug Education Network (DEN) Value Cards are designed for individuals, families, teachers, students, counsellors, case workers, youth workers, coordinators, HR staff, consultants, and organisations as a tool to view personal and professional values, attitudes and beliefs.

The Value Cards provide time to reflect, set new goals, change ideas, learn about the values of the people in our lives while also identifying personal strengths.

They were originally created in 2001 by W.R. Miller, J. C'de Baca, D.B. Matthew and P.L Wilbourne at the University of New Mexico as an open exercise for service and individual usage.

The Drug Education Network is most grateful for their highly valued work and has further adapted a set of Value Cards with additional cards to promote reflection on one's values.

Working with Values

Our values are formed by different events in our lives, family members, friends and by the communities in which we live. Values are very personal and any criticism towards those values may impact a person deeply.

When working with the Value Cards some people may become upset or angry and talking about one's personal journey may stir up unexpected or sometimes painful emotions.

We encourage you to be observant and considerate when using the cards. If you feel that someone is becoming upset, causing harm or having difficulty with the exercises, interrupt or divert the process to ensure a safe working environment. You may choose to talk to the individual experiencing the exercise and encourage them to seek support.

Getting started

When using the Value Cards there are a number of exercises you may choose to use. Here is a basic exercise you may try as a starting point.

- 1) In your card set you will find three cards with the headings: 'Very Important to me', 'Important to me' and 'Not Important to me'.
- 2) Using these cards as a starting point sort all the Value Cards under each heading as you find appropriate. There are no right or wrong answers in this exercise.
- 3) After you have sorted the pack, narrow down the cards to the ones of significance to you. For example, you may choose to narrow the cards down to the top five or even three.



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Reflective questions

Take some time to reflect upon your values and how they have developed. In a group setting you may choose to have discussions about the differences and similarities of your collected values.

- *How do these values affect your daily life?*
- *How do these values affect your behaviours and attitudes?*
- *What were your values at a different time in your life/when you were 17?*
- *How and why did they change?*
- *What do you think your values will be when you are 80?*
- *What are your values towards education?*
- *What values do you have towards employment and /or the work place?*
- *How do you value yourself?*
- *What are the community's values towards you?
And yours towards the community?*
- *What values do you need to achieve your goals?*
- *What type of things do other people value eg family, co- workers, clients?*
- *What values impact on my work and how I respond to situations in the workplace?*

We encourage you to come up with your own ideas and new ways to use the cards.

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Settings and approaches

There are no limits to the many ways and settings where the value cards can be used. Here are just a few ideas:

- *Within a group, organisation and business*
- *Parents/guardians/ carers*
- *Individually*
- *Education settings*

The exercises may be applied to many issues or situations:

- *Assault and abuse*
- *Grief and loss*
- *Transforming trauma*
- *Goal setting*
- *Time line*
 - *Past*
 - *Present*
 - *Future*
- *Alcohol , tobacco and other drug work*
- *Personal conflict*
- *Relationships, friendships and identity*
- *Defining personal values*
- *Decision making*
- *Coaching, mentoring and tutoring*
- *Personal development*
- *Bullying*

You may also wish to work with a smaller deck and preselect suitable cards to match the setting.

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Here are some exercises designed for individual work. These exercises are easily adapted for use in small groups as well.

Exercise 1 Coat of Arms

This exercise is a creative way for you to express your values.

Purpose:

The purpose of this exercise is to prompt visual cues. The cues are designed to be meaningful to the person and not necessarily a sign to the world that this is your focus.

Exercise:

- 1) Sort the Value Cards under each heading
- 2) Under the heading 'Very Important to me' narrow your cards down to 3. Once you have narrowed your cards it's time to get creative
- 3) Create a shield shape that is going to be the base shape for your Coat of Arms
- 4) Using the words, additional meanings or your beliefs surrounding the cards you have chosen, draw pictures or use colours to represent them. For example, a serpent, snake or lizard can represent wisdom, the colour blue could represent truth and loyalty

- *If you have access to a computer you may choose to visit <http://www.fleurdelis.com/coatofarms.htm> for more ideas.*

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Exercise 2 Changes

Everyone experiences change in their life. Physical, emotional, psychological or even environmental changes may be difficult.

Purpose:

The purpose of this exercise is to motivate individuals to view change in a positive way. Although at times change may be extremely difficult, identifying your values toward change early is important to personal development and can help individuals adapt with more ease.

Exercise:

- 1) Lay out your cards under the three headings
- 2) Using the Value Cards sort through the following questions
- 3) Narrow your cards down to 3 or 5

Reflective questions

- *Think of a time in your life when you experienced a period of significant change*
- *What were your values at this time?*
- *What were the values of the people around you when you were going through this change?*
- *Did they help? How?*
- *Do you have different values because of the changes you have been through?*
- *What values do you want to have in the future for when/if change occurs?*

Exercise 3 Get inspired

This exercise provides an opportunity to be creative.

Purpose:

This creative writing exercise can help individuals describe their personal journey using the values they have chosen and bring enhanced meaning to the individual.

Exercise:

- 1) Sort the cards under each heading and then narrow down to your top 3 or 5
- 2) Create an statement, poem, story or song that reflects the cards. This can serve as a powerful affirmation statement and reflects back to you the beliefs you have surrounding your chosen cards.
- 3) Have fun with this exercise. It can be very inspiring to have an understanding of your values. Being creative is an awesome way of expressing yourself.

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Exercise 4 Problem Solving Values

Every now and then staff members may take steps to save time, effort and money for your organisation. As an employer you may not think they have the whole picture. This exercise may be used with a group of staff members, new employees and board members.

Purpose:

This exercise can enhance problem solving skills and encourage communication about values in the work place.

Knowing the values people hold may open up discussions about past activities and individuals may start to form an understanding of themselves and others. This may create a more productive work environment. Discussions about the values within a group may develop a deeper understanding of their work ethic and promote more discussion about what is expected.

Exercise:

- 1) Allow everyone to have a set of cards and run this exercise by sorting all the value cards under each heading
- 2) Have everyone in the group narrow the cards down to their ideal 3 or 5 cards
- 3) Discuss the values selected to determine the top 3 or 5 values of the organisation
- 4) Discuss how individual values may clash with the organisational values

Exercise 5 Managing up

Do you understand the values of your manager? Create less frustration by finding out what your manager values in the work place. Undertaking this exercise in a large group or even one on one with your manager may help with productivity, create an understanding of what is expected, build team work and may lead to an overall better work environment.

Purpose:

The purpose of this exercise is to build a rapport with your manager, to understand each other's values and to set limits on expectations.

Exercise:

- 1) Sort the Value Cards under each heading
- 2) Narrow down to 3 or 5
- 3) Elaborate on what your understanding of each cards' meaning is and discuss examples of times when an individual could have approached a situation differently

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Exercise 6 Getting Along

Not everyone gets along well with others. Naming up personal or group values in the workplace may decrease confrontation, resolve issues, create an appreciation for individual work ethic and may lead to a more effective working environment. You may choose to do this exercise individually at first to get a better understanding of your own values. Having an understanding of individual values in the work place may create an appreciation for others, help identify personal triggers, and can help analyse how people react and recognise whether this is an instinctive or a circumstantial reaction.

Purpose:

The purpose of this exercise is to create a better understanding of the values people hold within the workplace.

Exercise:

- 1) Sort each value card under each heading
- 2) Narrow down to 3 or 5
- 3) Have everyone in the room talk about the values they have chosen and why

Exercise 7 Service Delivery

We may have all heard stories of individuals complaining about the service they have experienced from time to time. Whether it has come from the local coffee shop, supermarket or from a government agency, people tend to be rather frustrated with how they have been spoken to or treated. This exercise was created for staff members within the service industry field. Choose the type of setting you want for this exercise. Before sorting the value cards you may choose to ask yourself the following questions.

- Do my values affect my attitude?
- How do my values affect how I treat people in the workplace?
- What values may I need to take on board to provide better service?

Purpose:

This exercise assists individuals to reflect on how their values may affect other people. It may create positive personal change, reduce stress and may create more enjoyment in going to work.

Exercise:

- 1) Sort all the cards under each heading
- 2) Narrow them down to the top 3 or 5
- 3) Try doing this exercise before going to work, or after work, to reflect on how you may have chosen to do things better

Reflective Questions

- *Do my values affect the people I work with? How?*
- *What values keep you motivated when you work?*
- *What values do you bring to team work?*
- *Do my values affect my workplace? How?*

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The Drug Education Network Value Cards can be used for anyone living with or affected by substance use. Using the same instructions, sort out the Value Cards under each heading and then narrow down to five.

Exercise 8 Wanting to Stop?

Wanting to stop the intake of alcohol, tobacco, drugs or any other habit may be emotionally, physically and psychologically challenging. Ask yourself or the person you are working with what values are going to help while you go through the journey?

Purpose:

To provide the opportunity for contemplation in reducing or stopping the intake of alcohol, tobacco, drugs or other substance

Exercise:

- 1) Using the Value Cards, place each card under the appropriate heading
- 2) Focusing on the 'Very important to me' cards only, narrow the cards down to 3. Now, narrow them down again to 2
- 3) Reflect on the process you took to get to these cards. Why these 2?

You may choose to keep the 2 cards in your wallet, pocket, or even on the fridge as a reminder of strengths and intentions

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Exercise 9 Burnout

This exercise is designed for people working in high demand jobs like health and human services. Reassessing your values may assist in reducing workplace burnout. Reflection can aid your learning ability, help you to rationalise situations and create new strategies for coping with your work or your clients. Most importantly, this exercise focuses on you and your ability to reflect on your values, attitudes and beliefs.

Purpose:

To analyse the causes/reduce the rate of worker burnout.

Exercise:

- 1) Narrow down to your top 3 or 5 cards under each heading
- 2) You can choose to do this exercise individually or in a group. Talk or think about service delivery, the needs of the individual and your values
- 3) Repeating this exercise every 3 to 6 months can be a helpful tool for personal and professional self-awareness

Reflective questions:

- *Have your values changed?*
- *Have your values changed in this work setting?*
- *How does working in the sector affect your values?*
- *What values are being ignored or challenged in your work?*
- *How can you preserve your values in conflict?*

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Exercise 10 Drug Education

What is a Drug? It can be defined as an illegal or legal substance that affects the human body. Examples of an illegal substance could be cannabis or speed, and a legal substance could be prescribed pain medication or coffee. There are thousands of drugs available in the world and research shows that illegal or legal drugs can have important short or long term effects on a person's life. This exercise was created for you to assess your values towards substances and their use.

Purpose:

This exercise helps individuals gain a clearer understanding of their values towards the intake or consumption of substances.

Exercise:

- 1) Sort the Value cards under each heading
- 2) Narrow them down to the most important 3 for 5
- 3) Take time to reflect on the thought process you undertook to get to the remaining cards

Reflective questions:

- *Has your substance intake affected your values?*
- *How has your substance intake affected your values?*
- *Have your values changed from before you were using to now?*
- *What do you think your values will be in the future?*
- *How are your values viewed by others?*
- *Are any of your values challenged, ignored or neglected in your substance use?*
- *Do your values support your substance use? If so, can you express this value in a healthier way?*

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The Drug Education Network (DEN) would like to invite you to view our online page. The page will give you the opportunity to give the DEN feedback about the cards, participate in an online activity, offer you the chance to suggest new cards you would like added to the set, and also provides you with the opportunity to express any other ways you have found the cards to be effective. Visit us at

www.valuecards.com.au

Here's a list of the cards you will find in each Value Cards pack.

| | | |
|-----------------------|-----------------------|-----------------------------|
| Acceptance | Fun | Popularity |
| Accuracy | Generosity | Power |
| Achievement | Genuineness | Purpose |
| Adventure | Growth | Rationality |
| Attractiveness | Health | Realism |
| Authority | Helpfulness | Relationships |
| Autonomy | Honesty | Religion |
| Beauty | Hope | Responsibility |
| Caring | Humility | Risk |
| Challenge | Humour | Romance |
| Change | Identity | Safety |
| Creativity | Independence | Self-Acceptance |
| Comfort | Industry | Self-Control |
| Commitment | Inner Peace | Self-Esteem |
| Compassion | Intimacy | Self-Knowledge |
| Contribution | Justice | Service |
| Cooperation | Knowledge | Sexuality |
| Courtesy | Leisure | Solitude |
| Dependability | Loved | Spirituality |
| Duty | Loving | Stability |
| Environment | Mastery | Simplicity |
| Excitement | Mindfulness | Tolerance |
| Faithfulness | Moderation | Tradition |
| Fame | Monogamy | Virtue |
| Family | Non-Conformity | Wealth |
| Fitness | Nurturance | World Peace |
| Flexibility | Order | VERY IMPORTANT TO ME |
| Forgiveness | Openness | IMPORTANT TO ME |
| Friendship | Passion | NOT IMPORTANT TO ME |
| Freedom | Pleasure | |

Disclaimer

We have had fun working with the value cards and we hope you do too. Please remember that these cards may not work for everyone so feel free to get creative and adopt your own way of using them. We take no responsibility for the creativity which may occur or impact it may have on others. You may contact us at admin@den.org.au

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