



SBA MINI GUIDES CULTURE IN ACTION

This worksheet is designed to help leaders translate organizational values into everyday behaviours and decision-making.

By completing this worksheet, you will gain clarity on how your actions shape company culture and where improvements can be made.

STEP 1

IDENTIFY CORE ORGANIZATIONAL VALUES

List your company’s stated values.

There are typically found in company mission statement, culture decks, or internal guidelines.

COMPANY VALUE	BRIEF DEFINITION
<i>Example: INTEGRITY</i>	<i>Always acting with honesty and transparency</i>

STEP 2

DEFINE WHAT THESE VALUES LOOK LIKE IN LEADERSHIP BEHAVIOUR

For each value, describe what leadership actions **reinforce** it and what behaviors **undermine** it.

Be SPECIFIC.

COMPANY VALUE	BEHAVIOURS	
	REINFORCING	UNDERMINING
<i>Example: INTEGRITY</i>	<ul style="list-style-type: none"> • <i>Openly communicates challenges and mistakes</i> • <i>Ensures ethical decision-making in all situations</i> • <i>Give credit where it is due</i> 	<ul style="list-style-type: none"> • <i>Hides mistakes or avoids accountability</i> • <i>Prioritises short-term wins over ethical decisions</i> • <i>Takes credit for team efforts</i>

STEP 3

ASSESS YOUR PERSONAL ALIGNMENT

Reflect on your own leadership behavior.

Identify areas where you already align with the culture and where improvement is needed.

Scoring Guide:

- 1 = Rarely demonstrate this behavior
- 2 = Occasionally demonstrate it but inconsistently
- 3 = Sometimes demonstrate it but not consciously
- 4 = Often demonstrate it with intention
- 5 = Consistently model this value in all interactions

COMPANY VALUE	HOW WELL DO I MODEL THIS? (1-6)	Specific example of me living this value	Area for improvement
<i>Example: INTEGRITY</i>	4	<i>Shared a recent business challenge with my team and discussed it openly</i>	<i>Need to improve in giving direct, constructive feedback without sugarcoating</i>

STEP 4

COMMIT TO SPECIFIC CULTURE-STRENGTHENING ACTIONS

Write down **three concrete actions** you will take in the next **30 days** to better align your leadership with company values.

1.

2.

3.

STEP 5

PEER ACCOUNTABILITY CHECK

Identify someone (a peer, mentor, or direct report) who can provide honest feedback on how well you're demonstrating company values.

ACCOUNTABILITY PARTNER:

CHECK-IN DATE:

FINAL THOUGHT

Culture isn't built in a day.
It is shaped by **small, consistent leadership actions.**

Keep this worksheet as a reference, revisit it regularly, and adjust your actions based on feedback.

NEED HELP?

WE ARE HERE TO HELP YOU.

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