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Duration of the workshop:
3 hours, including 20 minutes break

1. Short description:

The workshop is designed to spark conversation within the organization's team and work together on what brings people closer and what distances them from the action they want to take. The tool used during the workshop: The values and Commitment Matrix, will allow learning the perspective of others on the team, flexibly respond to the needs of the team and at the same time develop concrete solutions.

2. Workshop goal

The goal is to set a common ground of values that support the NGO teamwork, brainstorm on the thoughts and actions that distance team members from the realisation of the team's values and talk about experiences, thoughts and ways to respond (towards more balance at work, facing burnout/tiredness/declining motivation etc)

3. Workshop target group

12-15 participants, NGO team with a leader

4. Workshop agenda

	Time	Goal	Description of the activity (detailed description of the exercises)
1.	Trainer introduction 10 minutes	To present the program and facilitators.	Facilitators present themselves, their professional experience, the Burnout Aid project, the structure of the workshop and its goals. A reminder of the workshop rules - Appendix 1.
2.	Guided meditation 10 minutes	Grounding, calming, getting into deeper contact with oneself	A proposal for a guided meditation - Appendix 2.
3.	Values and Commitment Matrix, Quarter I 25 minutes	Developing safe behaviours to support the team and the values of the team	<p>Values and Commitment Matrix, Quarter I</p> <p>See Appendix 3.</p> <p>Everything that happens within us - my values, why am I here? E.g. being in a team; values that the team shares at work. Supporting questions: what strengthens your motivation to work? Why do you work here?</p> <p>Here the participants write values that are important for them in their life and work that they want to work with during this workshop, values that point at their needs which might not be fulfilled at the moment.</p>
4.	Break 10 minutes		
5.	Values and Commitment Matrix, Quarter II 25 minutes	To verbalize all the thoughts that stop from pursuing values important for team members	<p>Values and Commitment Matrix, Quarter II</p> <p>What stops me from pursuing this value? Anything that dissuades me from these values, for example, thoughts like: "this issue is lost", "I feel helplessness", "the team does not support me, "there is no team" Here the participants write everything that prevents them from realising their values.</p>
6.	Values and Commitment Matrix, Quarter III: 25 minutes	To verbalize all the behaviours that are ineffective while confronting values	<p>Values and Commitment Matrix, Quarter III:</p> <p>What am I doing that is ineffective when it comes up? f.e. "I don't speak up"; "I feel helpless"; "I drink too much"; "I get angry".</p>

		important for team members	
7.	Break 10 minutes		
8.	Values and Commitment Matrix, Quarter IV 25 minutes	All the behaviours that would help to realise these values.	Values and Commitment Matrix, Quarter IV: All the behaviours that would help me realise these values. What could I do that might support me in realising the values - e.g. Instead of shouting - ask for help. If you need appreciation - how do you know you have been appreciated?
9.	Next step 20 minutes	Summary of the exercise, planning next steps	The workshop's goal is to see common values and create a foundation for further development work for the NGO. It is important to summarize the experience on the level of reflection and insight. Supporting questions: What can we do with this? How can we use this knowledge? The group designs the next steps: what next - what can we do now? It may be one step, one action that responds to the knowledge gained during the work with the matrix.
10.	Final round + evaluation 20 minutes	Summary of the workshop experience	Landing What are you ending up with? Collection of conclusions on the group forum. Note: Facilitators can use an example of the paper evaluation presented in Appendix 4.

5. Materials for the workshop

Miro or Jamboard for the matrix. Prepare the matrix before the workshop.

6. Context (list of publications, films, presentations worth looking at after the workshop)

1. [Working with Values Through the Matrix – Therapy Through the ACT Matrix](#)
2. [Using the ACT Matrix to Help You to Be The Person You Want to Be...More Often](#)
3. [Using the ACT Matrix to Help You to Be the Person You Want To Be](#)

7. Comments/ possible modifications - suggestions for additional activities:

Using the Values and Commitment matrix is also suitable for a group of individuals, for example, educators, when everybody works at their own matrix, share their impressions and plan the next steps using the group as a mirror and community support.

APPENDIXES:

Appendix 1. Workshop/ Group rules (to send before the workshop with the meeting link):

1. Everyone is on camera
2. We participate from beginning to end
3. We try to be honest and we treat this activity as a diagnosis
4. Everyone who is here is the right person
5. 50% rule - we are responsible for our part and you are responsible for performance

Appendix 2. Guided meditation

Sit down comfortably. Follow my voice. Allow yourself to be in this experience.

Put both feet on the ground

straighten your spine

open, relax the front of your body

close your eyes

take a deep breath and feel it passing through your body

let yourself sink into it, make yourself comfortable

exhale

regulate your breath

count to 3 with each inhalation, stop counting to 3

and let it out

one two three

repeat inhale and

exhale

one, two, three

see if any part of your body is asking for attention

direct your breath there

Check what emotions are in you now

notice them

maybe your attention has drifted

worries

dreams, thoughts

observe this

with attention,

feel

where you feel the breath

apparently,

maybe in your abdomen,

your chest

observe the place where the breath is most clearly

feel your beating life

the inner world of your body

your peace

your clarity,

your curiosity,

your compassion,

your confidence,

your courage,

your creativity

your connection with others

direct your attention to your back



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*notice if you feel any
tensions, observe it
check
how it feels
belly, neck
face, head
feel their weight,
feel how they relax*

*slowly expand your attention to
your whole body,
how gravity acts on it
so that you can stay calmly in this place
feel the contact with the ground
your feet
feel how your body
rests
for a moment
just*

*with your next breath turn your attention outwards,
hear the sounds, feel the air you breathe in,
and when you are ready, ready
open your eyes*

Appendix 3. Values and Commitment Matrix template:

III: All my behaviour in response to the 2nd quarter	IV: What can I do that will bring me closer to realising the values?
II: Thoughts, emotions that distance me from values	I: My values - what is important for me?



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Appendix 4. Example of the evaluation form

Burnout Aid – international project on professional burnout in non-governmental organizations

Please share your thoughts with us after the workshop, so we can develop this project.

Date and place of the workshop:

What content or activities during the workshop were most useful for you and why?

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Would you recommend this workshop? If so, to whom?

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.....

How do you assess the probability of using the acquired knowledge and skills in your daily work? (on a scale from 1 to 5)

1- very low 2 - low 3 - medium 4 - high 5 - very high

Was the length of the workshop suitable?

1 - too short, 2 - perfect, 3 - too long

Was the number of participants suitable?

1 - I would prefer a smaller group,

2 - it was perfect,

3 - more participants would not influence the dynamic of the workshop

What did you miss during today's workshop?

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How can we improve this workshop?

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Other comments you would like to make

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