

“Culture in Action” – Staff Culture Assessment & Planning

“Culture in Action” means intentionally building and maintaining a shared sense of staff culture through year-round strategies. Using the steps and chart below, set clear goals and develop short-, medium- and long-term strategies to cultivate and support staff culture in your organization.

1. Consider your mission, vision, and values as a staff, department and/or team. Write them below.

Ex: Pop Culture Classroom inspires a love of learning, increases literacy, celebrates diversity and builds community through the tools of popular culture and the power of self-expression; develop innovative programs; engage diverse learners/populations; provide alternate pathways to educational; encourage career success via pop culture and creativity.

2. Considering these overarching elements of culture, what qualities do you aspire to see in your staff/team to best make the mission, vision, and values a reality?

Ex: Motivated, Engaged, Creative, Collaborative, Fun, Open Communication, Supportive, etc.

3. Select one or more of the cultural elements listed above and write down a sentence that clearly outlines a specific, tangible goal for developing your staff culture.

Ex: I want O.S.T staff to feel more engaged and feel they have more of a voice in the organization.

4. Using the included planning chart below, consider strategies you can implement in short-, medium-, and long-term to actively build culture within your organization throughout the next year.

“Culture in Action” Planning Chart

	Short-Term Strategies (next 3-6 months)	Medium-Term Strategies (next 6-12 months)	Long-Term Strategies (1 year+)
Goal:			
Goal:			
Goal: <i>I want O.S.T staff to feel more engaged and feel they have more of a voice in the organization.</i>	<ul style="list-style-type: none"> -Host happy hour and escape room activity for staff -Send out survey to get feedback from OST staff -Have weekly “open office hours” for discussing issues freely -Solicit ideas for blog posts and partnerships and empower OST staff to develop these with guidance 	<ul style="list-style-type: none"> -Set up bimonthly check-in team meetings and include food -Develop spotlights for blog/social media to celebrate individual staff members and their work -Meet with staff leadership to address feedback and plan next steps -Create OST-specific staff handbook outlining expectations, roles, etc 	<ul style="list-style-type: none"> -Allocate in budget for 1-2 professional development sessions for staff each year -Create 1-day OST staff retreat and include non-staff mediator -Consider hourly raises for OST staff -Evaluate success of short- and medium- term strategies and set new goals/strategies for following year