



# Certified Values Coach Training

## Job Description

**Summary:** Certified Values Coach Trainers (CVCT) are trained in *The Twelve Core Action Values* to help them more effectively achieve their own personal and professional goals, and are also expected to serve as a helper and a role model for coworkers, patients, and others by practicing the skills they have learned.

### Essential Responsibilities:

1. Supports the mission of our organization and related healthcare organizations through personal conduct and behaviors that contribute ideas and suggestions, is helpful and friendly, demonstrates regular attendance and punctuality, and adheres to organizational policies and rules.
2. Demonstrates concern for patients of all ages, visitors and co-workers.
3. Maintains confidentiality of information and privacy compliance.
4. Be a role model of our Standards of Behavior and Culture of Ownership.

### CVCTs use the skills that they have learned in the training pro to:

5. Work with other CVCTs to team-teach the course on *The Twelve Core Action Values* to current and new people in the organization.
6. Proactively participate in fostering a more positive culture of ownership in the organization; set an example by being an enthusiastic participant in The Pickle Challenge and by making a commitment to the daily promises of The Self-Empowerment Pledge.
7. Be enthusiastic at work and in their own personal and professional development; reflect a positive attitude, treat others with respect, and refrain from the negativity of complaining, finger-pointing, and rumor-mongering; assume informal leadership roles by setting an example of positive team-building and motivation for others; help coworkers, friends, and family members deal with frustration and adversity in a more positive and constructive manner; and be a role model of positive leadership in representing the organization in a positive light for the community at large.
8. Train with and demonstrate core action value #10. Enthusiasm.
9. Agree that they will not in any way use the course and related resources or their role as a CVCT to promote or proselytize any political or religious agenda.

### Training Requirements:

Successful completion of a 4-day course on *The Twelve Core Action Values*. Work on the completion of take-home resources provided with the course, and **actively** participate in the CVCT group following conclusion of the course.

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Employee Signature

Date

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Employee Name (Print)

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Manager Signature

Date

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Human Resource Signature

Date