

Documenting Company Culture Practices A Template

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Following below is a template that could be used as a reference for collecting and documenting data about company culture practices. The template is a starting place for a company to prepare their own template. The template has 44 sub-categories of culture practice data. That is way beyond what any company would want to include.

Some parts might be deleted, some combined, others added, and some kept intact but left empty in anticipation of having data at a later time. The user(s) are company employees that are part of a culture committee or culture ambassador group.

When a template is final for a particular company group, then collect supporting data for the culture categories which could be in the form of reports, references, opinions, policies, memos, presentations, papers, meeting minutes, tools, methods, procedures, surveys, and others that give insight to a company's culture practices.

As data is accumulated it could be input to an online software tool where all employees continue documenting, contributing, and sharing. Employees then can know the ins and outs of their company's culture. This is consistent with being transparent, one of the most important culture practices.

The following is a draft mockup for what an employee's computer screen might look like with the software. This screen would be for showing a sub-category called Peer to Peer Recognition within a sub-category called Employee Connections:










Our Workplace Culture

HI DAN, WELCOME BACK

Our Company Philosophy about Peer to Peer Recognition within Employee Connections:

We believe that employees with strong connections results in their being healthier, happier, having less stress and being more productive. We support projects with the purpose of peer to peer recognition.

Supporting data for how this philosophy is applied at our company.

-   We use Bonusly for employees to connect and recognize each other for great work. See the great tutorial attached. Our retention has gone from 74% to 82% since we started using. (10.02.18)
-   Comment: The best thing that's ever happened. See what I've already bought from the catalog. (10.05.18)
-   We have a contract with PPR Inc. for classes on peer to peer training. A brief introduction is attached. (11.11.18)
-   I presented our culture last week at the DFW SHRM meeting. See my slides attached. (11.15.18)
-  Comment: These are super slides. You should schedule classes for all our employees. (11.16.18)

Add New
Content

Comment on
Existing Content

Print Beliefs
Brochure
Database
Outline
Back
Logout

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Also, a brochure could be printed with the company philosophy for each practice area. This would be useful in a variety of ways including recruiting and for customers. The returning emphasis on high quality hard copy printing this will become more important.

With the above thinking, an online template with computer software could be the “one place”:

- That holds data about a company's culture.
- Where every employee can access culture data about their company and add to it.
- To see what and where culture practices might be implemented or improved.
- To learn about the breadth of culture practices, tools, methods, and processes.
- To print a hard copy brochure with company philosophy for each practice area.

Please take time to review the template. Suggestions for changes and additions will be most welcome. Send your suggestions to Jerry Wagner at cultureambassadorsinc@gmail.com.

Culture Practice Template

The Company	
Area	Notes and Web Sites for Tools
Vision <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy <input type="checkbox"/> Supporting data for how this philosophy is applied at our company 	
Mission <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy <input type="checkbox"/> Supporting data for how this philosophy is applied at our company 	
Purpose <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy <input type="checkbox"/> Supporting data for how this philosophy is applied at our company 	
Sustainability <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company 	
Financial Objectives <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company 	
Hierarchy <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Flat • Distributed decision making • Matrix training 	Culture Management https://www.workxo.com/
Employees Treated as Owners <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for 	

<input type="checkbox"/> Supporting data for how this philosophy is applied at our company Examples of data: <ul style="list-style-type: none"> • Programs • Participation statistics • Requisites • Stock ownership 	
Customer Attention <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company	
Office Layout <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company Examples of data: <ul style="list-style-type: none"> • Open doors • Art • Colors • Light • Collaboration space • Stand up desks 	
Artifacts <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company Examples of data: <ul style="list-style-type: none"> • Awards • Advertisements • Press • Photos 	
Organizational Chart <input type="checkbox"/> Our company organization chart	

Workplace	
Responsibilities, Expectations and Accountability <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Accountability metrics • Job description templates • Tools 	
Flexibility <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Freedom for work scheduling • Team assignment • Decision making 	
Work Teams <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Changing teams • Assignment to teams • Process to change 	
Individual Strengths <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Alignment with job • Development training • Tools 	<p><u>Strengths:</u></p> <p>https://www.gallupstrengthscenter.com/</p> <p>https://www.strengthscope.com/</p> <p>https://culturetalk.com/</p> <p>https://www.discprofile.com/what-is-disc/overview/</p> <p>http://www.dreamleadershipconsulting.com/</p>

<p>Fair and Equitable Financial Rewards</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Fair and equitable • Review process • Asking for review 	
<p>Autonomy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Freedom in decision making • Accountability • Risk tolerance 	
Employee Performance	
<p>Evaluations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Process • Effectiveness • Requesting review • Transparency • Tools 	<p><u>Engagement Survey</u> http://blessingwhite.com/</p>
Attracting and Keeping Employees	
<p>Recruitment and Retention</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Culture as a tool in recruiting 	

<ul style="list-style-type: none"> • Culture as a tool for in-boarding • Culture as a tool for retention • History/Heritage • Tools 	
Transparency	
Sharing Data <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • How decisions are made • Open meetings • Meeting training • Financial scorecards • Training on financial data • Culture survey's • Tools 	<u>Financial training</u> https://www.daveramsey.com/courses
Values and Behaviors	
Values <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Values • Definitions • Metrics • Tools 	<u>Values</u> https://coetichr.com/core-values-tool/ https://www.valuescentre.com/
Organizational Behaviors <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Beliefs • Behaviors • Definitions 	

<ul style="list-style-type: none"> • Metrics • Tools 	
Work Team Behaviors <ul style="list-style-type: none"> □ Our company philosophy - beliefs and principles that the company strives for □ Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Expected behaviors • Definitions • Metrics • Tools 	
Behavioral Practices <ul style="list-style-type: none"> □ Our company philosophy - beliefs and principles that the company strives for □ Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Participation statistics • Marketing • Tools 	<u>Behavior Practices</u> https://www.amazon.com/My-31-Practices-Authentic-Happiness/dp/1907794352
Communication	
Sharing <ul style="list-style-type: none"> □ Our company philosophy - beliefs and principles that the company strives for □ Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Sharing goals • Sharing progress • Leader roundups with employees • Town halls • Pulse checks • Addressing feedback • Newsletters • Tools 	<u>Collaboration</u> https://www.igloosoftware.com/ https://www.mytractiontools.com

Employee Connections	
Peer to Peer Mentoring <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Program • Participation statistics • Testimonials • Training • Tools 	
Peer to Peer Recognition <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Participation statistics • Earning rewards • Tools 	<u>Recognition:</u> http://www.myohos.com/ https://bonus.ly/ https://youearnedit.com/ https://www.globoforce.com/
Team Building	
Projects for Comradery, Fun and Team Building <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Marketing • Team building • Identifying activities • Management • Participation statistics • Photos • Budget 	
Community Volunteering <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for 	

<input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Identifying activities • Marketing • Management • Participation • Executive support • Service days • Photos 	
<p>Celebrations and Retreats</p> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Leadership retreats • Holidays • Birthdays • Births • Photos 	
<p>Culture Clubs</p> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Charter • Management • Newsletter • Photos • Participation statistics • Budget 	
<p align="center">Employee Creativity</p>	
<p>Innovation</p> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company	

<p>Examples of data:</p> <ul style="list-style-type: none"> • Encouragement • Incentives • Recognition • Awards • Participation statistics 	
<p>Idea Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Participation statistics • Suggesting ideas • Asking questions • Access • Processing • Feedback • Tools 	<p>Idea Management</p> <p>https://www.brightidea.com/company/</p>
<p>Health and Wellbeing</p>	
<p>Health and Wellness</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Emergency facilities • Incentives • Challenge programs • Food • Drinks • On-site medical facilities • Education • Health fairs • Tools 	
<p>Consideration of the Whole Person</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company 	

<p>Examples of data:</p> <ul style="list-style-type: none"> • Mental health • Parental leave • Child care • Participation statistics • Adoptions • Spiritual 	
<p>Mindfulness</p> <ul style="list-style-type: none"> □ Our company philosophy - beliefs and principles that the company strives for □ Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Meditation • Participation • Quiet space • Yoga • Participation Statistics • Tools 	<p><u>Mindfulness</u></p> <p>http://www.iamherenow.com/</p>
<p>Healthy Attitudes</p> <ul style="list-style-type: none"> □ Our company philosophy - beliefs and principles that the company strives for □ Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Forgiveness • Kindness • Compassion • Love • Trust • Promoted • Practices • Honoring • Tools 	<p><u>Kindness</u></p> <p>http://www.oliviamcivor.com/booksproductschange-tools.html</p> <p><u>Trust</u></p> <p>https://leabrovedani.com/books/</p>
<p>Personal Wellbeing</p> <ul style="list-style-type: none"> □ Our company philosophy - beliefs and principles that the company strives for □ Supporting data for how this philosophy is applied at our company <p>Examples of data:</p>	<p><u>Personal Wellbeing</u></p> <p>https://www.gallup.com/workplace/237020/five-essential-elements.aspx</p> <p>http://www.spendlifewisely.com/pillars/personal-growth/the-power-of-ted</p> <p>https://www.franklincovey.com/the-7-habits.html</p>

<ul style="list-style-type: none"> • Round tables with Gallup's book • Dream Manager(s) • Coaches 	
Development	
Job Skills <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Classes • Process to request • Process to participate • Participation statistics • Growing others • Calendar • Tools 	
Professional <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Vetting • Applying • Participation statistics • Teach back • Calendar 	
Leadership <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Classes • Applying • Teach back • Calendar • Tools 	<u>Conference</u> https://www.humansynergistics.com/ https://www.octanner.com/ http://cultureambassadorsretreat.com/ https://www.workhuman.com/ https://www.amazon.com/Humanocracy-Creating-Organizations-Amazing-People/dp/1633696022

<p>Internal and External Classes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Vetting • Applying • Participation statistics • Teach back • Calendar 	
<p>Other Opportunities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Participation statistics • Walk in the shoes of others • Shadowing • Peer coaching 	
Community Awareness	
<p>Branding</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Marketing • Consistency • Testing recognition • Tools 	<p><u>Branding</u> https://buildingastorybrand.com/ https://create.piktochart.com/</p>
Customers	
<p>Marketing Messaging</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our company philosophy - beliefs and principles that the company strives for <input type="checkbox"/> Supporting data for how this philosophy is applied at our company 	<p>https://www.josephmichelli.com/bestsellers/</p>

<p>Examples of data:</p> <ul style="list-style-type: none"> • Culture in marketing promotions • Culture in sales • Tools 	
<p>Loyalty and Retention</p> <ul style="list-style-type: none"> □ Our company philosophy - beliefs and principles that the company strives for □ Supporting data for how this philosophy is applied at our company <p>Examples of data:</p> <ul style="list-style-type: none"> • Feedback • Tracking repeat business • Actions to correct • Tools 	<p>Net Promoter Scores</p> <p>https://www.zendesk.com</p>

The following is intended as a brief outline of “what now?”

How to use this template

First, review the breadth of culture practices. It’s a lot of stuff but don’t become overwhelmed. Remember that culture touches every person and everything in every company, so it is broad.

How to form a team of employees to get started creating a custom template

Determine what employees have shown or expressed interest in workplace culture. Have a way to announce to all employees that the company wishes to know about these people. From this is formed a team to continue review.

How to create a unique custom template

The team gathers with a consultant that is knowledgeable with the breadth of template. The consultant explains elements that the team is not familiar with. The team and consultant go through the template and check those elements for which they know the company has data for and/or should be further looked into, edits what exists, and adds new ones. From this they arrive at a template outline for their company.

Documenting company culture practice data

The team has now chosen their unique template with elements to be documented. They decide who is assigned what data to collect, agree on a schedule and how to keep each other informed of progress.

Entering data into the culture practices data base

The team is briefed on how to enter data into the software system.

Engage all employees

Employee classes are held to explain the template and train employees to use the software.

If you would like to talk about the contents of this paper, please contact Jerry Wagner at wagnergeraldr@gmail.com. In case you don't know, he is the CEO of the [Academy of Culture Ambassadors](#) that sponsors the [Workplace Wisdom](#) retreat.

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