# Company Culture Worksheet

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Vision**   * A clear statement of the company you are creating |  |
| **Values**   * The principles of thought and action by which you do everything |  |
| **Beliefs**   * Your foundational personal and spiritual truths |  |
| **Work Schedule**   * Rigid or Flexible * Weekends * Overtime * Holidays and Vacations * On call |  |
| **Business Processes**   * Precise or flexible * Formal or informal * Checklists or memory * Quality Assurance / Quality Control |  |
| **Dress Code**   * Shorts and t-shirts * Business casual * Suits and ties * Casual Fridays |  |
| **Meeting Management**   * Casual or formal * Short or long * Standing or sitting * Agendas and minutes |  |
| **Performance Management**   * Formal or informal * Set times for evaluations * Set times for raises and promotions |  |
| **Compensation and Benefits**   * Minimum wage or top of the wage scale * Salaries, bonuses, and commissions * Benefits * Company computers, printers, cell phones |  |
| **Conflict Management**   * Formal or informal * Anger management |  |
| **The Energy Signature**   * Relaxed or Intense * Informal or Formal * Friendly or Hostile * Collaborative or Competitive * Authentic or Superficial * Family or Strangers |  |
| **Defining and Managing the Culture**   * Top-down * Bottom-up * Hybrid |  |