

## Dual Agenda Worksheet

<b>Norms and work practices</b>	<b>Equity???</b>	<b>Work Effectiveness?</b>
<p><b>The work and how its done</b> Meeting times; deadlines; scheduling; tacit definition of “output”, alignment of job descriptions with actual tasks/skills,</p>		
<p><b>Interaction patterns and styles</b> Who speaks? Who listens? What interaction/conversational style is considered “normal”? What interaction/conversational style is considered “deviant”? How/when/where are decisions made?</p>		
<p><b>Contribution</b> What behavior/output is considered valuable? Connected to goals/mission? How is output measured? What behavior is reinforced/rewarded? Is there a difference in the type of behavior rewarded in the formal vs. the informal rewarding process?</p>		
<p><b>Competence</b> What behavior demonstrates competence? Who is an “ideal” worker? Where are the opportunities to demonstrate competence? How does one earn the respect of colleagues? Is there a difference in how one earns the respect of colleagues vs. the respect of leaders/managers/supervisors?</p>		
<p><b>Commitment</b> Formal and informal measures of commitment (e.g. norms of “never say no” and “do whatever it takes to get the job done”);</p>		
<p><b>Time</b> What are the politics of time in the workplace? What time of day is most valuable and why? Who has autonomy over time spent at work? Who does not? Is this in line with the requirements of the job?</p>		
<p><b>Images of leaders, leadership, good worker</b> Who are the leadership role models? What is their life situation? What are the assumed requirements of the leadership job? To what degree is this in line with goal/mission of the organization?</p>		