



Using the Leadership Character Insight Assessment (LCIA) to Create Mission, Vision, and Values Statements

Instructions for Running the Session

Using the LCIA to Create M/V/V Statements



Overview of the Guide

- This Leadership Character Insight Assessment (LCIA) guide can be used by organizational decision-makers to determine how to use leader character to inform the creation of mission, vision, and values statements
- This guide is for you if:
 - Your organization is currently lacking a cohesive set of mission, vision, and values statements
 - You are interested in becoming an ethical, character-led organization
 - You are part of the strategic planning committee in your organization
- This guide is not for you if:
 - You already have a set of mission, vision, and values statements – in that case, we have a different guide for you that will teach you how to modify your current statements to include character!
- By the end of the session, you should have a complete draft of mission, vision, and values statements that incorporate relevant character dimensions, and is uniquely tailored for your organization

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Overview of the Guide

- Please set aside **approximately three hours** for this session
- This guide includes sample communications you can use with your team and activities you can use during the session
- We have included speaker notes to accompany each slide for your use on the session day

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Sample Email – Invite Your Team to Take the LCIA

- Use the email template below to introduce your team to the LCIA and invite them to complete it

[Salutation]

Leader character is an important predictor of organizational success. It consists of the values, virtues, and traits a person exemplifies that help them lead well, such as courage, collaboration, or accountability. Although character is often assessed at an individual level, the values, virtues, and traits that form character can also be applied at a broader organizational level to help companies achieve their goals.

Character can inform the strategic direction of an organization. At [Organization Name], we're investing in developing our vision, mission, and values statements for our organization using character. One well-known assessment of character is SIGMA Assessment Systems' [Leadership Character Insight Assessment \(LCIA\)](#). I'd like to invite you all to complete the LCIA by [Date] so we can use it for an upcoming session to brainstorm our organization's mission, vision, and values statements. You can take the LCIA online at [Link], and it will take you approximately 20 minutes to complete.

Please contact me if you have questions about the LCIA or the upcoming brainstorming session.

[Sign Off]

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Sample Email – Invite Your Team to the Session

- Once your team has completed the LCIA, use the email template below to invite them to a brainstorming session where you will create mission, vision, and values statements for your organization

[Salutation]

Thank you for finishing the LCIA. By now, you should all have a copy of your completed character report.

I'd now like to invite you to use your reports in an upcoming work session on *[Date]* from *[Start Time]* to *[End Time]*. During the session, we will cover an overview of character, how character can help inform the creation of our vision, mission, and values, and do some brainstorming together. No preparation is required for the session, but please bring your LCIA reports as we will be using them to guide our discussion.

If you have any questions before the upcoming session, please don't hesitate to contact me.

[Sign Off]

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Sample Email – Thank You Message After Session

- You can use the template below to send a follow-up email once your team has completed the brainstorming session

[Salutation]

Thanks for joining us at the LCIA brainstorming session. We hope that the session helped you better understand the links between individual character and how it can help organizations plan for the future.

If you have other questions about the session, please contact [Organizational Contact]. If you have general questions about character, such as other applications or uses of character, please contact the publishers of the LCIA test, SIGMA Assessment Systems, at support@SigmaHR.com.

[Sign Off]

Required Materials for the Training Session

- Once you are ready to facilitate the brainstorming session, make sure you have everything that you need:
 - For an in-person session:
 - A projector for your computer screen to share the slide deck
 - Printed blank copies of the worksheet booklet for all participants
 - Pens for all participants
 - *Optional:* Shared large papers to brainstorm in groups
 - For a virtual session:
 - Send blank copies of the worksheet booklet to all participants in advance of the session day
 - Send presentation slides to all participants

Contact

If you have questions about the LCIA and leader character, please contact the test publisher:

<https://www.sigmaassessmentsystems.com/contact/>



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