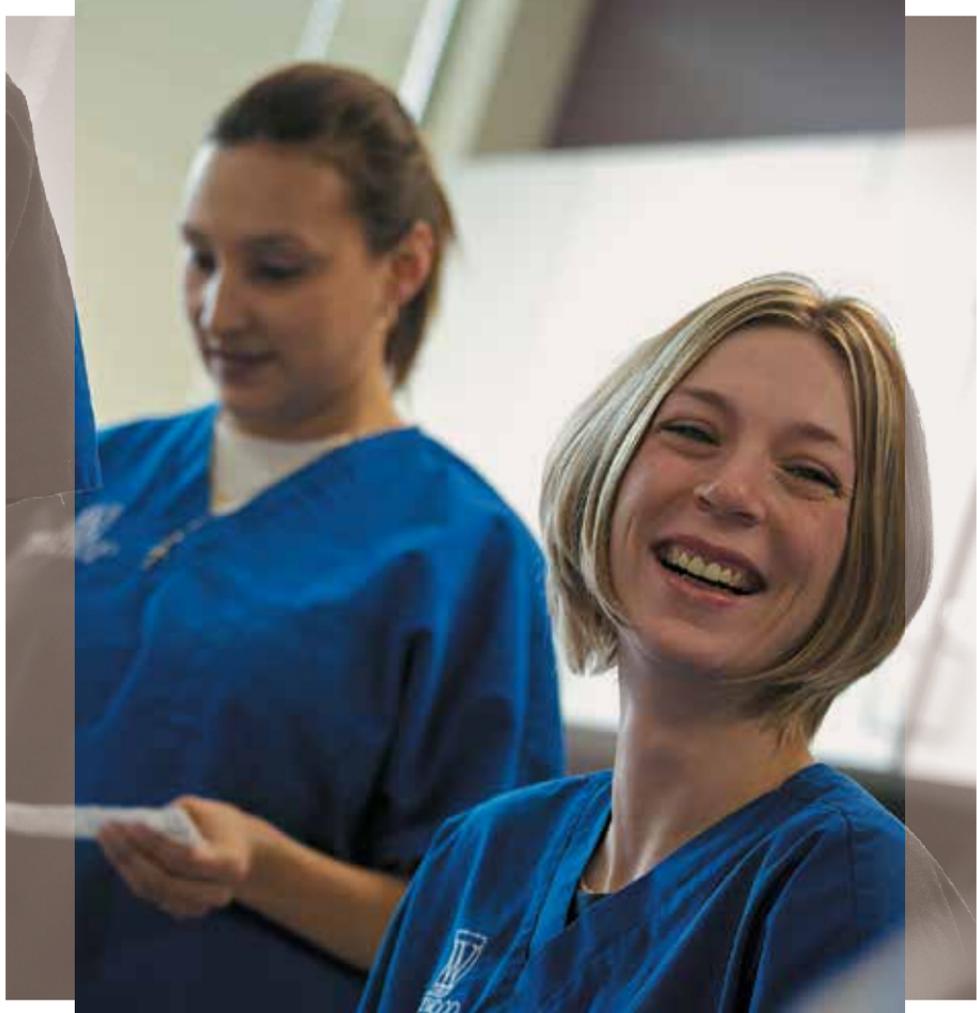




WESTWOOD COLLEGE
how we
WORK



how we **WORK**

A Guide to Westwood's
Workplace Culture

Our common purpose at Westwood College is to prepare students for meaningful work. This book helps us fully understand that purpose—as expressed in our mission and values—and how we bring it to life through our day-to-day actions.

Please keep this book in a visible spot. Read it often. Utilize the examples to guide you in doing your best. And take a moment to recognize others who inspire you by example.

Our **Mission**

*Our mission statement speaks to **who we are** as an organization.*

Westwood College is dedicated to preparing students with the knowledge, skills and training needed for **meaningful employment**. Through education, we create opportunities, change lives and impact futures.

Our **Core Values**

*Our values state **what we believe**.*

- 1** | We are **dedicated** to preparing students for meaningful employment.
- 2** | We provide a **quality** education and learning environment.
- 3** | We embody **integrity** in everything we do.
- 4** | We believe in **partnership**—with employers, students, graduates and our communities.
- 5** | We have **pride** in our students and are passionate about their success.
- 6** | We respect diversity and believe all people should have the **opportunity** to get an education and find meaningful employment.
- 7** | We believe in continuous **improvement** and exploring new ideas.



How We WORK

How We Work speaks to **how we live** the mission and values day-to-day.

It guides our actions, how we interact with others and the culture we create.

It's made up of significant principles that set us apart. Ideas that put our positive intentions in motion. Small sparks of inspiration and big expectations for greatness.

How We Work is what brings Westwood to life.



Six key behaviors define How We Work.

We are **team players.**

We are **accountable.**

We are **experts.**

We are **connected.**

We are **driven.**

We are **proud.**



We Are TEAM PLAYERS.

Believe in others.

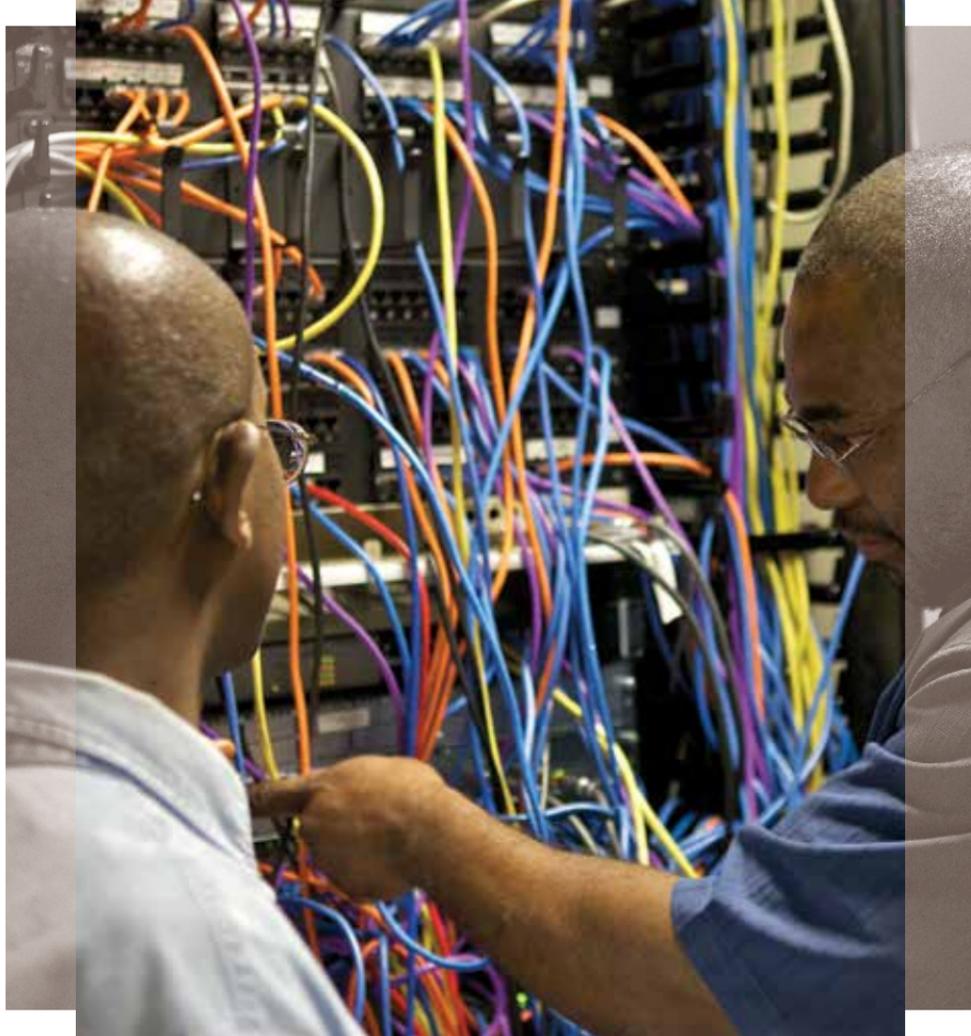
Everyone needs someone to believe in them on their path to success—**be that someone** • Make **supporting students** and employers your sole purpose • **Show confidence** in students and their ability to overcome obstacles, to stick with it and reach their goals—no matter who they are or where life has taken them • **Extend that trust** to your coworkers • **Cheer** them on • **Respect** what they bring to the table • Remember what it felt like when **someone believed in you**



We Are **ACCOUNTABLE**.

Expect hard work.

Set high expectations for yourself and all team members • **Be ambitious** about taking on responsibility • **Own** it • **Work** hard • **Strive** for excellence • Hold yourself to the **highest standards** • In turn, be **compassionate but insistent** with others • Act with **tough love** • Let students know you'll **support** them, but that you won't do the work for them • **True confidence** comes from doing the hard work, which prepares our students for meaningful work



We Are EXPERTS.
Have deep knowledge.

Know your field of expertise inside and out • No matter what it is you do, do it to the absolute **best of your ability** • Remember that you're here because you were best suited for the job, and for that reason, **your team is counting on you** • **Reach out** to employers who bring added knowledge and experience to students • **Deeply understand** and believe in the mission and the value of a Westwood education • Work with a **sense of urgency** • Respond to students and coworkers with **confidence** • If you don't have the answer or information, **go get it** • Constantly **seek knowledge**



We Are **CONNECTED**.

Engage the community.

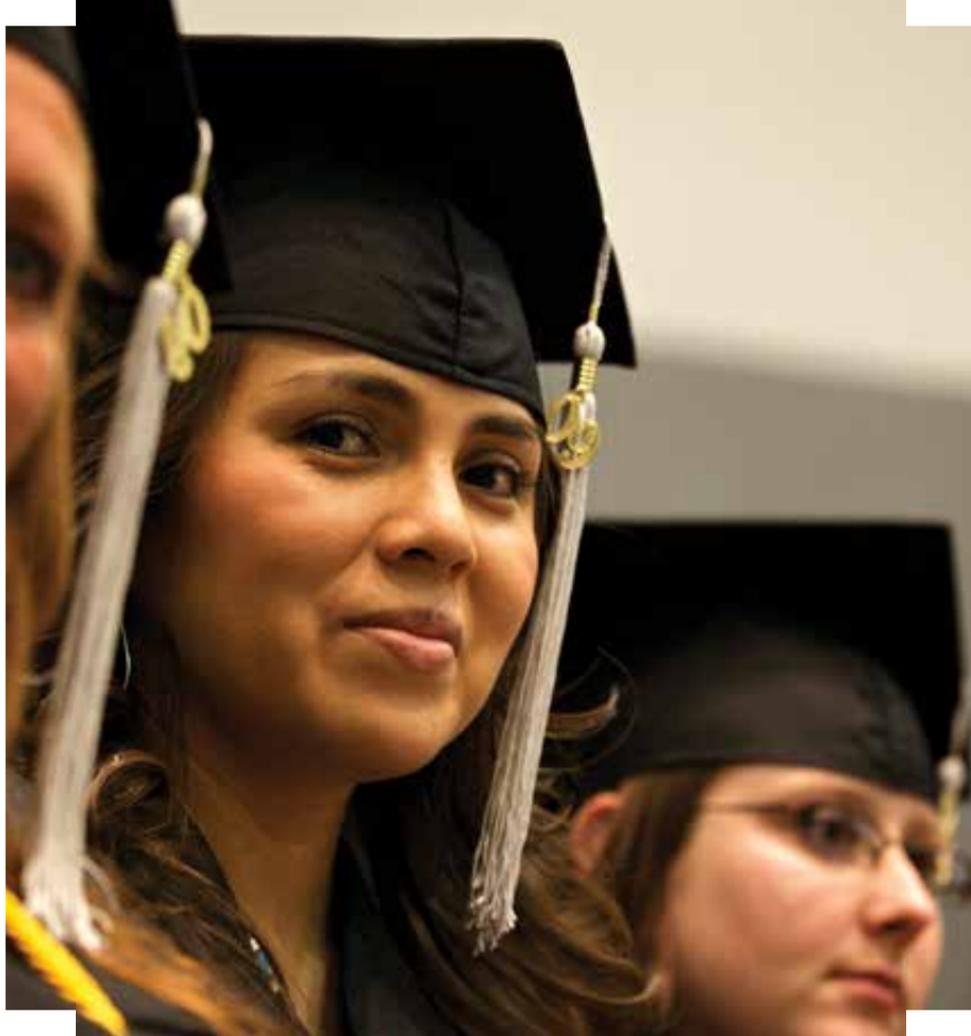
Foster genuine **connections**, rather than transactions, with students and employers • See yourself as **part of the community** around you, and know that you represent Westwood wherever you are • **Get out** from behind your desk and meet with employers, community leaders, alumni and other key stakeholders • **Build relationships** with employers, and do your part to connect them with our students



We Are DRIVEN.

Prepare students for meaningful work.

Everything we do is focused on **our common purpose**—preparing students for meaningful work • Memorize **the mission**, and live it • Constantly focus on what you can do to **help students** prepare to excel in their careers • Ask students to **invest in themselves**, so they are ready for meaningful work • **Meet with students** regularly to ensure they are on track to reach their goals



We Are PROUD.
Inspire others.

Help students succeed every day • Get **charged up** • **Spread** positive news • Tell your friends, family, coworkers and community about the **good things our students have done today** • **Be an ambassador** of what you're proud of at Westwood • Show employers and the community that Westwood students are skilled, talented and **ready to do great things**



How We WORK

Recognizing one another.

Every day at Westwood, you witness your colleagues positively impacting the lives of students and coworkers with their work, actions, attitudes and commitment. How We Work recognition cards give you a tool to let them know how proud you are to be part of their team.

Here's how it works: Fill out the back of this card and post it to the How We Work board for all to see.

Your campus president will take note, share the good news, and return the card to the recipient when it's time for the board to be refreshed.



GREAT JOB! You exemplified How We Work:

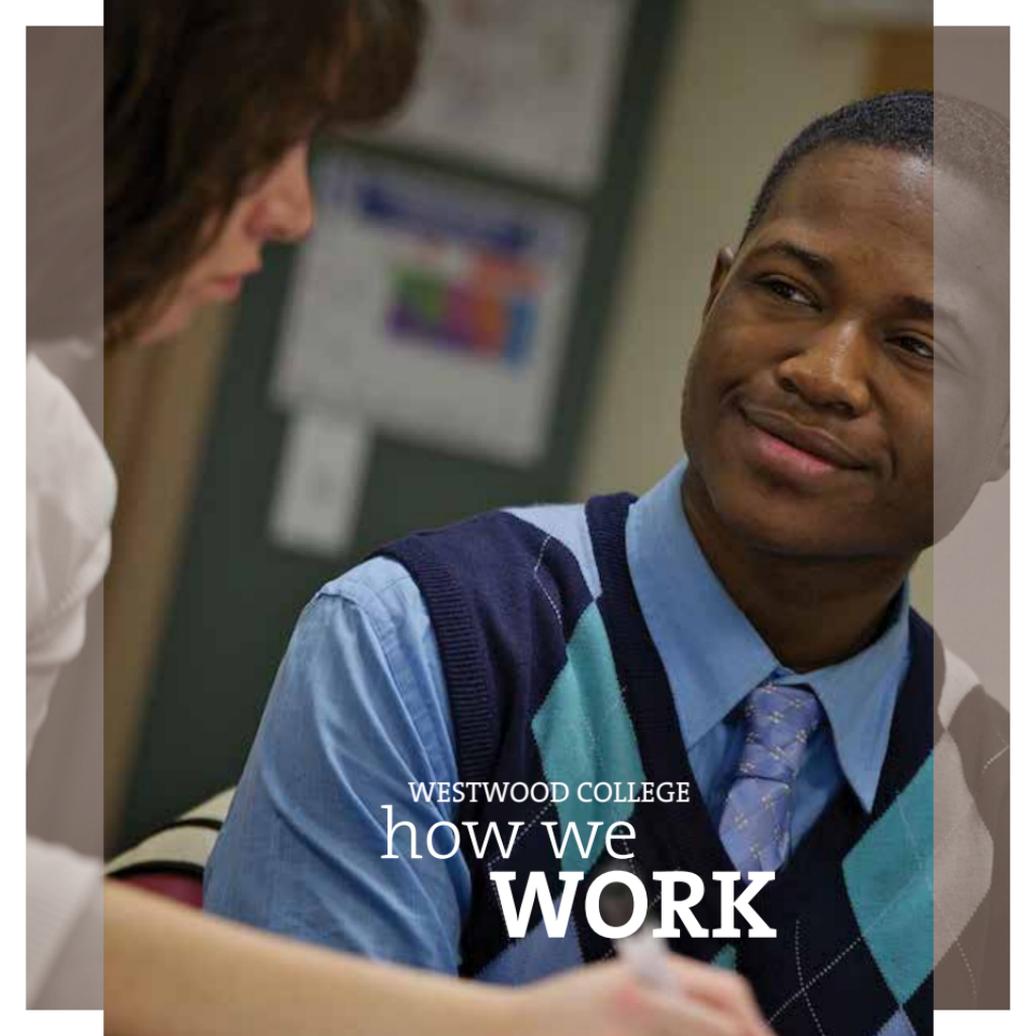
- We are team players.
- We are accountable.
- We are experts.
- We are connected.
- We are driven.
- We are proud.

Dear _____

Thanks for...

Sincerely,

Date

A young man with short dark hair, wearing a light blue dress shirt, a patterned tie, and a dark blue and teal argyle sweater vest, is looking towards a woman on the left. The woman has dark hair and is wearing a white lab coat. They appear to be in a classroom or office setting, with a bulletin board visible in the background. The text "WESTWOOD COLLEGE" is in a smaller, white, sans-serif font above "how we" in a larger, white, lowercase sans-serif font, and "WORK" is in a very large, bold, white, uppercase sans-serif font.

WESTWOOD COLLEGE
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