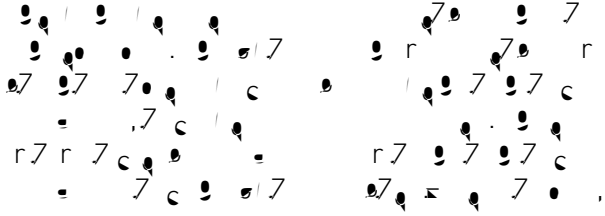






Introduction



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Healthy workplace, healthy you



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Stage 2 (minimum one-and-a-half to two hours)

...

1. introduce the session (10-15 minutes)

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1a. emphasise its constructive nature

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2. complete the team assessment tool Section 1: team supportiveness (20-25 minutes)


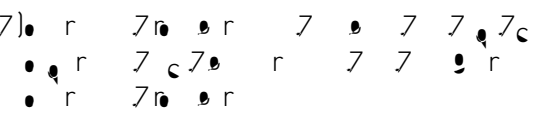
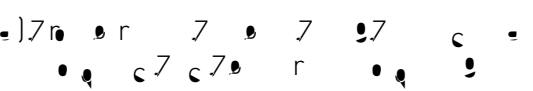
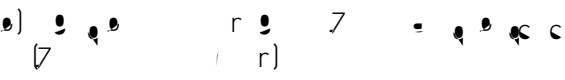
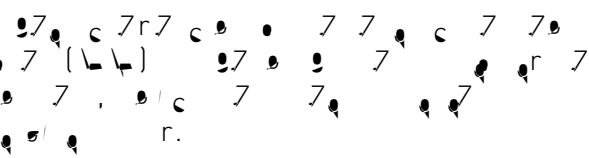
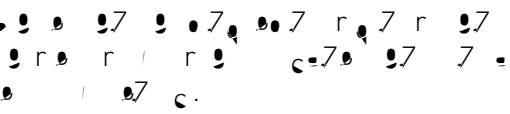
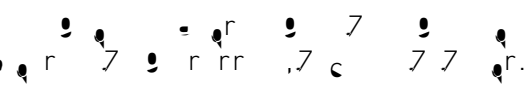
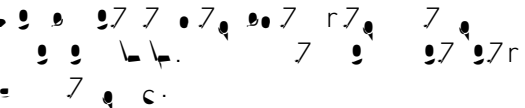
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3. complete the team assessment tool Section 2: problem scenarios (30-40 minutes)

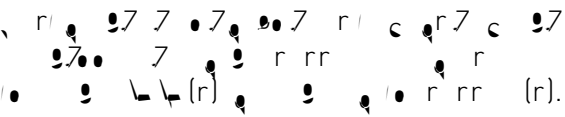
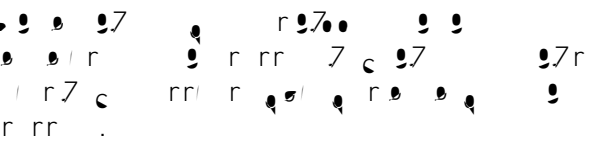
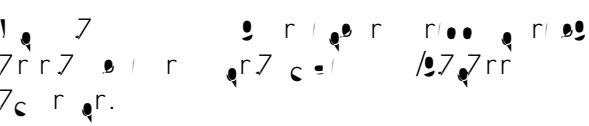
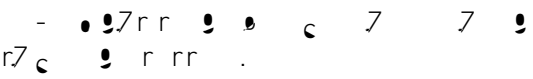
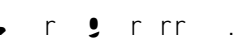
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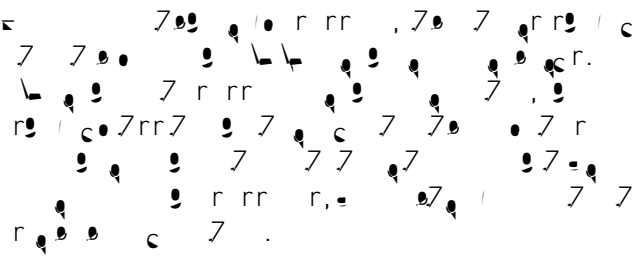
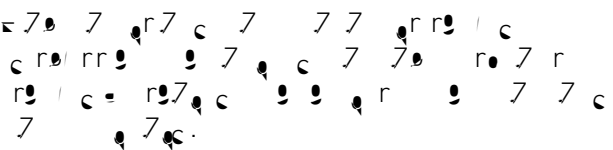


4. complete the agreed team action plan (25-30 minutes)

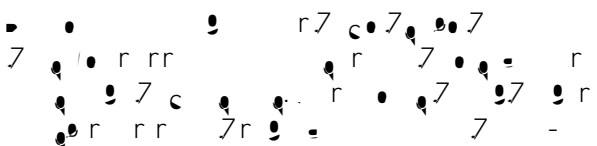
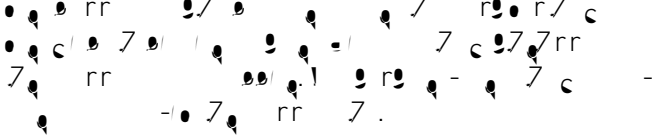
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5. close the session (5-10 minutes)

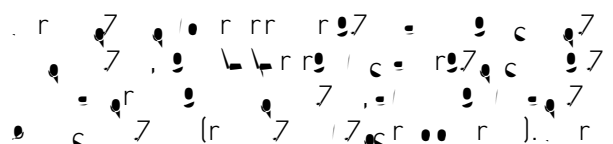
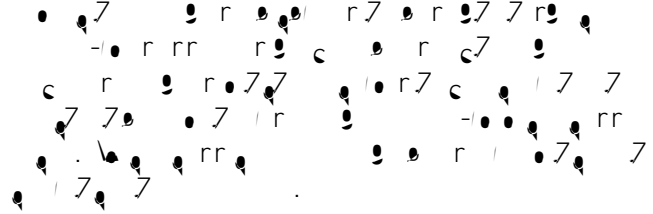
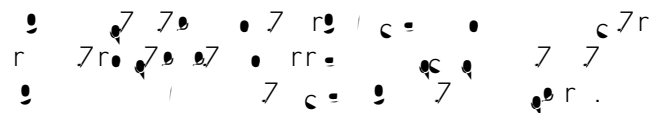
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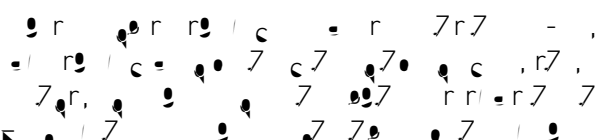
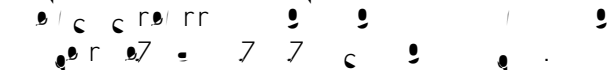
Follow-up

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Short-term

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Long-term

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Safeguards

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Healthy workplace, healthy you

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Section 1: common positive behaviours

1. I am confident in my ability to do my job well.

2. I am confident in my ability to work with others to get things done.

	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
1. I am confident in my ability to do my job well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I am confident in my ability to work with others to get things done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I am confident in my ability to take on new challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I am confident in my ability to learn from my mistakes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I am confident in my ability to work under pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I am confident in my ability to work in a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I am confident in my ability to work independently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I am confident in my ability to work in a fast-paced environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I am confident in my ability to work in a team that is diverse in background and experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I am confident in my ability to work in a team that is diverse in age and gender.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I am confident in my ability to work in a team that is diverse in ability and skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I am confident in my ability to work in a team that is diverse in personality and interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I am confident in my ability to work in a team that is diverse in culture and values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. I am confident in my ability to work in a team that is diverse in education and experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I am confident in my ability to work in a team that is diverse in background and experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanatory notes

... ..

Questions 1 and 3: creating a friendly atmosphere

... ..

Questions 8, 11, 12, 14, 15 and 16:
d63, 12, 14, 15 and 16:

Explanatory notes

Bullying or not?

1. The first question is whether the behavior is intentional. If it is not intentional, it is not bullying. If it is intentional, it is bullying.

2. The second question is whether the behavior is repeated. If it is not repeated, it is not bullying. If it is repeated, it is bullying.

3. The third question is whether the behavior is harmful. If it is not harmful, it is not bullying. If it is harmful, it is bullying.

1. Threat to professional status (see questions 17, 18, 19, 30 and 37)

1. Threat to professional status (see questions 17, 18, 19, 30 and 37)

2. Threat to personal standing (see questions 20-23, 32, 33, 36-39)

2. Threat to personal standing (see questions 20-23, 32, 33, 36-39)

3. Isolation (see questions 24, 25, 28, 35 and 36)

3. Isolation (see questions 24, 25, 28, 35 and 36)

4. Overwork (see questions 26, 27 and 40)

4. Overwork (see questions 26, 27 and 40)

5. Destabilisation (see questions 18, 28, 29 and 31)

5. Destabilisation (see questions 18, 28, 29 and 31)

Harassment or not?

Harassment or not?

Questions 33, 34, 38 and 39: behaviour that may be harassment and discrimination

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7 = r c r7 c 7 c r 7 99
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7 9 r 7 c 9 / 9 9 97 99 /
7•••••7 7 r r.

Step 2

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Section 3: friendly behaviours open to misinterpretation

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9 9 7 / 9 9 7 = 97 / 9 9 9
7 9 9 r7 , 9 9 = 97 = r 9 9 r r
9 / c 9 .

Explanatory notes

Questions 61, 62 and 65: friendliness or sexual harassment?

1 9 9 r 97 = 7 9 7 r
9 c r 9 9 7 9 . 9 7 7 r
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7 c 9 r c c = 97 = c 9 .

7 9 9 9 r
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7 r r / 7 9 7 r r .

Questions 63 and 64: friendly teasing or cruel tormenting?

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9 c r , r 9 r r = 9 9 9 7 9 9

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l r 7 q q 9 r 7 .

Question 71: putting differences aside

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9 q r 0 7 r 9 r 7 r q 7 9 0 q
7 r 9 q 7 97 0 17 = q l 0
9 q 7 0 7 c , q , 9 7 q c
9 r r , 9 9 7 0 .

9 r 0 r r c c 9 0 0 q
q r 7 q 7 r 0 r , 9 l l c
c 0 l q c r q r r , 7 0 7 r 7 0 l r q

Question 70: explaining misunderstandings

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= 7 c q r 9 97 7r 9 q 7 l 07
= 7 c 0 7 c = 7 l c q 7
7 0 q r = 0 0 r c 7 c
9 0 r c r 7 7 c 0 r c 7 7 q r
7 c 0 9 r .

Section 5: reflection

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7c 9 q l 9 9 0 7 7 q r l 97
7 q 7 c c r .

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c l c 97 r 9 l c q c .

- 97 c c l c 0 l 7 97 7 q l q
r q 9 r
- 97 = 97 l r c l c = 07 q l
7 = l 97 7 q l q 7 r r r
- 97 0 r 9 r 0 l c l q c q

B. Team assessment tool

Introduction

You will not be expected to show your completed IAT to anybody else.

The IAT is a tool that helps you to assess your team's supportiveness. It is a self-assessment tool that you can use to assess your team's supportiveness. The IAT is a self-assessment tool that you can use to assess your team's supportiveness. The IAT is a self-assessment tool that you can use to assess your team's supportiveness.

- You will not be expected to show your completed IAT to anybody else.
- The IAT is a self-assessment tool that you can use to assess your team's supportiveness.
- The IAT is a self-assessment tool that you can use to assess your team's supportiveness.
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Confidentiality

The IAT is a self-assessment tool that you can use to assess your team's supportiveness. The IAT is a self-assessment tool that you can use to assess your team's supportiveness. The IAT is a self-assessment tool that you can use to assess your team's supportiveness.

Section 1: team supportiveness

The IAT is a self-assessment tool that you can use to assess your team's supportiveness. The IAT is a self-assessment tool that you can use to assess your team's supportiveness. The IAT is a self-assessment tool that you can use to assess your team's supportiveness.

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Blank lined writing area for student response.

How often do you experience the following symptoms?

	Not at all typical	Slightly typical	Moderately typical	Very typical	Extremely typical
I feel tired or exhausted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have difficulty concentrating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have difficulty remembering things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have difficulty making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have difficulty completing tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have difficulty interacting with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have difficulty staying motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For more information on the Health and Safety Executive's (HSE) 'Healthy Workplace, Healthy You' campaign, visit www.hse.gov.uk/healthy

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Section 2: problem scenarios

Scenario 1

Scenario 1

Scenario 2

Scenario 2

Scenario 3

Scenario 3

Scenario 4

Scenario 5

Scenario 4

Scenario 5

Scenario 5

Scenario 6

Section 3: suggestions for team action plan

Scenario 7

Scenario 8

Scenario 9	Scenario 10

Scenario 11

Notes



C. Agreed team action plan

Confidentiality

Confidentiality is a key principle of good practice. It means that information about individuals and their work should be kept private and shared only with those who need to know. This helps to build trust and encourages people to speak up about concerns.

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Confidentiality is a key principle of good practice. It means that information about individuals and their work should be kept private and shared only with those who need to know. This helps to build trust and encourages people to speak up about concerns.

Other agreed findings

Other agreed findings are those issues that have been identified during the process but are not directly related to the main findings. These may include general observations about the workplace environment or team dynamics.

--

D. Follow-up progress form

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(...) ...

Your work team

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The group exercise

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
1. The group exercise is a waste of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The group exercise is useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The group exercise is boring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Very junior	Fairly junior	Intermediate	Fairly senior	Very senior
4. I have a good understanding of the group exercise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I can explain the group exercise to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I can lead the group exercise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for completing this monitoring form.

F. Monitoring form 2

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Confidentiality

Your work team

- A lot less supportive
- Less supportive
- Equally supportive
- More supportive
- Much more

- Much less positive
- Less positive
- Equally positive
- More positive
- Much more positive

- Strongly disagree
- Disagree
- Neither agree nor disagree
- Agree
- Strongly agree

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Healthy workplace, healthy you

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
1. I have a good understanding of my own health and safety responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I feel confident about my ability to handle health and safety issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I know what to do if I see a health and safety hazard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I am aware of the health and safety policies of my organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. I feel that my organization provides adequate health and safety training for its employees.

6. I feel that my organization's health and safety policies are clear and easy to understand.

Very junior

Fairly junior



Intermediate

Fairly senior

Very senior

7. I feel that my organization's health and safety policies are realistic and achievable.

Very junior	<input type="checkbox"/>	Fairly junior	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Fairly senior	<input type="checkbox"/>	Very senior	<input type="checkbox"/>
Fairly junior	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Fairly senior	<input type="checkbox"/>	Very senior	<input type="checkbox"/>		<input type="checkbox"/>
Very junior	<input type="checkbox"/>	Fairly junior	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Fairly senior	<input type="checkbox"/>	Very senior	<input type="checkbox"/>

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Thank you for completing this monitoring form.

• 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

