

Checkliste: Well-being Dialogue

Actors

Director

(responsible for the working environment)

- Establishes a working group and invites people to the DTU Well being Dialogues

HR

- Helps facilitate

Management

(has an active role in the DTU Well being Dialogues)

- Subsequently acknowledges themes and suggestions

Working group

- Considers measures to be taken and how next steps should be integrated

Occupational Health and Safety Coordinator (AMK)

- Documents that there is a systematic dialogue about well being.
- Ensures that documentation is made available to everyone (e.g. on DTU Inside)

Occupational Health and Safety Representatives (AMR)

- Know how their own unit uses the well being dialogues as input for APV
- Can explain the systematic work on well being

Cooperation Representatives (TR)

- Ensure that well being is part of the agenda at the LSU meetings (incl. absence)

Working group

As a minimum, the following will participate

- Director
- Vice chair of the Local Collaboration Committee
- AMK and AMR
- HR partner

Objective

- Set dates, plan which groups will talk to whom, etc.
- Discuss how to get an overview over the dialogues and how to document that systematic dialogue about well being takes place

Getting started: Launch meeting

- How will you use the dialogue as a method for working on well being in your unit?
- Is there anything specific that needs to be taken into account?

Interested in following up

- Concretizing next steps
- Integrated into the annual working environment discussion
- Anchoring in LSU