

Work place assessment action plan for the School of Culture and Society 2016

Draft prepared August 9, 2016

Up-dated [date]

At the School of Culture and Society, the five focus areas of the action plan form part of the annual staff development interview. Thus, an additional appendix to AU's staff development interview must be prepared. The appendix will contain a description of the five focus areas which the heads of departments should discuss with the individual employee.

LSU and LAMU have decided to prepare a separate action plan on PhD -the area in cooperation with the PhD -programme directors.

Focus area: - Prevention of stress				
Goal: Fewer employees with stress symptoms: -				
Prioritisation (1, 2, 3, etc.)	Initiatives (Add initiatives for each organizational level)	Responsible (assistant)	Deadline (Date)	Status
1.	Stress prevention should be taken up with the individual employee in connection with the annual staff development interview. The head of department will follow up on the staff development interviews at department level and to the head of the School.	Head of School and heads of departments implement the initiative. Louise Søndergaard and Gitte Pappé Ludvigsen will arrange for the preparation of additional appendix.	F2016	Tiltag beskrevet og påtænkt igangsat
2.	Possibility of stress courses with a focus on preventing stress (individually or collectively) should be investigated as a follow-up on staff development interviews and, where appropriate, in cooperation with IKK.	HR /LSU/ school management team	F2016	Tiltag beskrevet og påtænkt igangsat
3.	The School offers immediate assistance in the form of coaching and/ or psychological counselling.	HR, the heads of departments make employees aware of the possibility, if necessary	On an ongoing basis	Tiltag næsten gennemført
4.	Strengthened integration of junior researchers and PhD students including mentor and network scheme as well as career guidance.	Research programme directors/heads of departments/PhD program directors, PhD supervisors, HR in the form of the	On an ongoing basis	Tiltag beskrevet og påtænkt igangsat

		Empower talent mentor scheme		
5.	A separate workplace assessment action plan for the PhD area on local school level is prepared.	LSU in collaboration with PhD -programme directors + 2 PhD's from each programme.	F2016	Tiltag identificeret

Focus area:				
- Good leadership in the daily work life				
Goal:				
-				
Prioritisation (1, 2, 3, etc.)	Initiatives (Add initiatives for each organizational level)	Responsible (assistant)	Deadline (Date)	Status
1.	Good leadership in the daily work life should be taken up with the individual employee in connection with the annual staff development interview. The head of department will follow up on the staff development interviews at department level and to the head of the School.	Head of School and heads of departments implement the initiative.	F2016	Tiltag beskrevet og påtænkt igangsat
2.	Communication between head of department and employee group must be discussed at a departmental meeting, for example in relation to visibility, response time and attendance for the entire staff group as well as the use of the Outlook calendar.	Heads of Departments	F2016/S 2017	Tiltag beskrevet og påtænkt igangsat
3.	Communication about calls for applications for vacant positions are to be improved, so that there is clear communication about which positions will be advertised within which environments. There must be a clear description of the workflow in the announcement of positions.	The department management team in cooperation with HR and Gitte Pappe Ludvigsen	On an ongoing basis	Tiltag beskrevet og påtænkt igangsat
4.	Follow-up on the reception of new employees in the form of a welcome a mentor among the academic staff.	Heads of Departments	On an ongoing basis	Tiltag beskrevet og påtænkt igangsat
5.	Information meetings at the Department of Culture and Society for new employees must be arranged and communicated. One meeting will be held in Danish and one meeting in English for international employees.	The meetings for the F2016 are arranged. Director of Studies will send out invitations to new employees.	F2016	Tiltag gennemført

Focus area:				
- Recognition from colleagues and managers:				
Goal:				
-				
Prioritisation (1, 2, 3, etc.)	Initiatives (Add initiatives for each organizational level)	Responsible (assistant)	Deadline (Date)	Status
1.	Recognition should be taken up with the individual employee in connection with the annual staff development interview. The head of department will follow up on the staff development interviews at department level and to the head of the School.	Head of School and heads of departments implement the initiative.	F2016	Tiltag beskrevet og påtænkt igangsat
2.	Increased focus on recognition of initiatives in the fields of education, administration, communication of research and other initiatives.	Heads of departments, research programme directors, LSU. Camilla Dimke, Signe Larsen and Ulrik Vosgerau in connection with communication. At School level recognition is communicated, among other ways, via the newsletter.	On an ongoing basis	Tiltag beskrevet og påtænkt igangsat
3.	An inspiration catalog for how major publications may be recognized will be made.	LSU/School management team	S2017	Tiltag beskrevet og påtænkt igangsat
4.	Each department submits ideas for recognition to LSU (via Camilla Dimke).	Heads of departments / local union representatives	S2017	Tiltag beskrevet og påtænkt igangsat
5.	Marking of important days for the employee to be improved, for example in the form of marking birthdays, etc.	The local secretaries in cooperation with the heads of departments. Gitte Pappe Ludvigsen can draw birthday lists if desired.	On an ongoing basis	Tiltag næsten gennemført

Focus area:				
- Constructive communication				
Goal:				
-				
Prioritisation (1, 2, 3, etc.)	Initiatives (Add initiatives for each organizational level)	Responsible (assistant)	Deadline (Date)	Status
1.	Constructive communication should be taken up with the individual employee in connection with the annual staff development interview. The head of department will follow up on the staff development interviews at department level and to the head of the School.	Head of School and heads of departments implement the initiative.	F2016	Tiltag beskrevet og påtænkt igangsat
2.	In relation to bullying, harassment, etc. a memo will be prepared to clarify what options are available for reporting the incident, get help as well as the consequences this may have for the practicing company of bullying, harassment, etc. We will follow up on this at department level.	LSU will prepare memo of information, heads of department + union representatives + head of school will follow up locally	F2016	Tiltag beskrevet og påtænkt igangsat
3.	A CAS background paper for how to establish a good atmosphere will be prepared in relation to the AU staff policy. Each department submits one good practice for good tone for inspiration.	LSU prepares background paper/heads of departments submit the proposal from their departments, and follow up locally.	S2017	Tiltag beskrevet og påtænkt igangsat

Focus area:				
- Work load				
MÅL:				
-				
Prioritisation (1, 2, 3, etc.)	Initiatives (Add initiatives for each organizational level)	Responsible (assistant)	Deadline (Date)	Status
1.	Work load should be taken up with the individual employee in connection with the annual staff development interview. The head of department will follow up on the staff development interviews at department level and to the head of the School. Denne samtale skal tage udgangspunkt i Vip-omatic-oversigten.	Head of School and heads of departments implement the initiative.	F2016	Tiltag beskrevet og påtænkt igangsat
2.	The heads of departments must be informed clearly about the framework of working hours and planning.	Head of School and heads of departments	On an ongoing basis	Tiltag beskrevet og påtænkt igangsat

3.	The employees are offered feedback on prioritisation of duties, types of duties, for example in relation to applications for external funding, publication profile, etc. to the extent required by the individual employee	heads of departments / research programme directors	On an ongoing basis	Tiltag beskrevet og påtænkt igangsat
4.	The employees are offered feedback on prioritisation of teaching and administration to the extent required by the individual employee	Afdelingslederne	On an ongoing basis	Tiltag beskrevet og påtænkt igangsat

Explanation:

Initiatives

For each focus and target area, specific initiatives are listed. To achieve the greatest impact and to ensure an improvement of the working environment, it is advantageous to complete at least one initiative for each of the organization's levels (group, department, School, AU). This ensures initiatives which the level in question can actually do something about, and that all levels pull in the same direction.

Responsibility:

The person in the unit / or the unit with responsibility for the implementation of the initiative.

The responsible person can have one or more 'assistants'. This may be a person or department outside of the unit, whose assistance is deemed necessary in order to launch the initiative. The Assistant's name should only be stated if and when the person in question has accepted the assignment

Deadline:

The desired period for implementation of initiatives.

Status:

Status is updated on an ongoing basis in the action plan. Select status and then add color:

- Initiative identified / Tiltag identificeret (rød)
- Initiative described and intended initiated / Tiltag beskrevet og påtænkt igangsat (orange)
- Initiative initiated with significant outstanding issues / Tiltag påbegyndt men væsentlige udeståender (gul)
- Initiative almost completed / Tiltag næsten gennemført (lysegrøn)
- Initiative completed / Tiltag gennemført (grøn)