

Work Community

► **Co-operation is power. A functional group can achieve more together than the efforts of its individual members. Unresolved conflicts within a work community weaken work ability and productivity and can threaten the functioning of the whole work community. The reasons for work community problems can sometimes be difficult for managers to determine. Addressing them requires a comprehensive assessment of the state of the work community.**

Company:	Group/assessor:
Object of assessment:	Date:

Assess the functioning of the work community from different angles. The assessment indicators are: yes=satisfactory, no=action required e.g. examination or control measures. The assessment can be carried out by one person who is responsible for the development of the work community, or it can be conducted by a whole group or work community. If more than one person answers the questions, the person in charge of the development of the work community should collect the answers and arrange a discussion on the issue. During the discussion, arguments, additional information and decisions about control measures to be taken should be written down on a separate piece of paper or on the Risk Management Control Measures Summary Sheet included in the Toolkit.

Management

	Yes	No	Does not concern us
Planning is carried out in co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timetables and monitoring are planned in co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objectives are set in co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objectives are understandable and tangible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible and influential persons are named	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The management of the work community is committed to co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mistakes are allowed and learned from	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work environment is developed in co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees have a say in how their work is done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use of time

	Yes	No	Does not concern us
Activities are ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is understood in the work community that individuals and groups develop at a different pace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient time is reserved for co-operation and its development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is understood by the work community that change can be slow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Atmosphere

	Yes	No	Does not concern us
Everyone in the work community works towards a common goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-workers are always given help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The well-being of the work community is regularly monitored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflicts in the work community are always resolved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Differences are accepted in the work community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is no reason to fear accusations in the work community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Information flow

	Yes	No	Does not concern us
Management and employees can discuss work matters openly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is no jealousy concerning someone's knowledge in the work community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about the work community's financial situation is distributed openly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about the work community's well-being is distributed openly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about initiatives concerning change is distributed early	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees receive direct customer feedback (internal and external)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Salaries

	Yes	No	Does not concern us
The salary policy in the work community is fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The salary system rewards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The salary system is designed to suit the work community in question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members of the work community are aware of how their own salary level is decided upon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>