

Digital workplace meeting (APT) in Zoom with one's own preparation before returning to work on campus, support material and instruction

Preparations for manager/moderator

Book a date for a digital workplace meeting (approx. 1 hour) on Zoom. In connection with the invitation, send out the information under the heading "One's own preparation" below. Appoint an employee as a moderator if you do not take on the role yourself.

Emphasize to the employees that the exercise applies to everyone, regardless of whether they have mostly worked from home or been on campus every day. If you have not worked from home, you can think based on the fact that your colleagues return to work on campus, and how it affects.

One's own preparation (ca. 5 min)

Everyone prepares themselves individually before the meeting by answering the questions below. Think through and write down your answers so that you have them available during the meeting.

1. *What experiences from work during the pandemic (at home & on campus) do you want to take with you when returning to work on campus?*
2. *Describe factors that facilitate returning to work on campus. Think based on yourself, the group & the business.*

The workplace meeting (APT)

Introduction

We do this to work in accordance with the collaboration agreement's intentions with the workplace meeting. The exercise provides an opportunity for dialogue, reflection and to develop suggestions for activities to facilitate returning to work on campus. The result of the workplace meeting can lead to things that can be remedied directly or things that can be written down in an action plan at group level. Suggestions for measures / activities can also be submitted to the school's joint consultative group (SSG).

Communicate to the group that KTH follows the recommendations of the Swedish Public Health Agency, Infection Control Stockholm and the Government. A return to working on campus only takes place when it is possible according to current recommendations.

Warm-up with the entire group (ca. 10 min)

We start with a warm-up where we go around and let everyone answer question 1: *What experiences from work during the pandemic (at home & on campus) do you want to take with you when returning to work on campus?*

The moderator writes them down on a Whiteboard in Zoom/in a Word document that is displayed in a shared screen.

Break-out rooms in smaller groups (ca. 15 min)

After warming up, we will be randomly divided into small groups of three to four people.

Now you will discuss the factors you have come up with yourself based on question 2: *Describe factors that facilitate returning to work on campus. Think based on yourself, the group & the business.*

- Reflect & document based on which factors are good for the individual, the group and the business. Do not value each other's arguments.

- Write down what you come up with so that you have notes. These should be sent to the moderator (via email for example).

Presentations with the entire group (ca. 35 min)

The groups present in turn what factors/suggestions they have come up with. The moderator writes them up on the Whiteboard in Zoom/in a shared Word document and we discuss/sort together according to category or theme if time allows. It is not certain that you have time to rewrite, sort and categorize under the meeting, this can be done by the moderator or another designated person afterwards.

The last step in the digital workplace meeting

The manager informs how the work will continue. The manager chooses option a or b.

- a) The working group's written summary will be discussed jointly at the next workplace meeting. Then they jointly review which proposals are suitable and urgent to implement directly and which proposals are suitable and urgent to write down in an action plan to facilitate the return to working on campus. The manager writes the action plan (template available).
- b) The manager uses the working group's written compilation as a basis for writing an action plan to facilitate the return to campus work. The manager enters appropriate and urgent parts of the action plan (template available).

Finishing work

The moderator compiles and sorts the factors/suggestions into categories and forwards them to the group.