

Digital workplace meeting (APT) in Zoom & Mentimeter before returning to work on campus

Instruction to manager/moderator

Preparations

1. Decide whether you, as the manager, will moderate the exercise or if you want to appoint another moderator. Forward this instruction to the moderator if you choose the latter option.
2. Print this instruction or arrange it so that you can otherwise switch between presentation and instruction during the workplace meeting.
3. Download the Menti presentation by first logging on to <https://www.mentimeter.com/> with your KTH account (instruction for creating an account: <https://intra.kth.se/en/utbildning/e-larande/canvas/applikationer/lti/mentimeter>).
4. Then click on one of these links depending on the language you want the presentation in: [APT presentation Menti \(Swedish\)](#) / [APT presentation Menti \(English\)](#). When the presentation is opened via a link, click on the blue "Copy to your account" button. The presentation is now in your account under "My presentations".
5. Go through the presentation to prepare yourself for what questions the exercise contains.
6. Schedule a workplace meeting with the group. 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 working on campus, and how it affects.
7. Instruct the employees that the exercise will take place at Zoom with Mentimeter (<https://www.menti.com/>) as support. Employees need to bring a mobile phone to answer the questions in Mentimeter.

Carrying out the workplace meeting

1. 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.
2. Share your screen and open the Menti presentation mode.
3. Make sure everyone has opened <https://www.menti.com/> on their phones and that they have submitted the code found on top of the Menti presentation.
4. Start the exercise.

Script and further instructions to the moderator

Slide 1: Read the text aloud.

Slide 2: We are now working with collaboration in the working group. The issues are also addressed in the school's joint consultative group (SSG) and in the central joint consultative group (CSG).

Slide 3: Read the text aloud

Slide 4-10 (question 1-7): Go through question by question until everyone has answered in their mobiles. If you as a manager or an employee want to comment on the results during the exercise, it is encouraged, but it is not a requirement. The results & action plan can otherwise be discussed in a future workplace meeting.

Slide 11 (question 8): Here you should describe in text any risks in the work environment. You can write more answers after you have submitted the first one.

Slide 12 (question 9): Ask all participants to check so that they are on question 9 in the mobile, otherwise they can click on the "Refresh slide" button. Here you should describe in text the health-positive factors in the work environment. You can write more answers after you have submitted the first one.

Slide 13 (question 10): Ask all participants to check so that they are on question 10 in the mobile, otherwise they can click on the "Refresh slide" button. Here you should describe in text factors that facilitate a return to work on campus. You can write more answers after you have submitted the first one. Participants are encouraged to think based on what is good for themselves, good for the work group and good for the business.

Slide 14: Read the text aloud. Take a moment to reflect on the various factors listed in the previous picture (if necessary, you can go back to the previous slide). The goal is to make the participants think that something that would be good for themselves, might not work as well for the working group and/or for the business.

Slide 15 (question 11): Ask all participants to check so that they are on question 11 in the mobile, otherwise they can click on the "Refresh slide" button. Here you should describe in text experiences from work during the pandemic you wish to take with you when returning to work on campus. You can write more answers after you have submitted the first one.

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

Download the result in the format you choose by clicking on "Download results" after leaving the presentation mode. The result remains in the presentation until you delete it by clicking on "Reset results".