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THE IDEAL WORKPLACE ATMOSPHERE

IMPLEMENTATION GUIDELINES

THE IDEAL WORKPLACE ATMOSPHERE

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LJUDSKA UNIVERZA VELENJE



INDEPCIE

I&F
Instruction & Formation



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ABOUT TIWA

TIWA (The Ideal Working Atmosphere) aims at helping European companies, SME, entrepreneurs, leaders, managers and workers in general to generate a healthy working environment, creating a framework of fellowship and human relationships between the different levels of the company. This will enable productivity, health in the workplace with the reduction of illnesses and injuries and, then, of absenteeism. TIWA wants to teach employees to be better co-workers, but also wants to show managers the lines to follow in order to create the best atmosphere in their companies.

It is unavoidable for employees to eventually develop personal relationships among themselves in addition to their formal co-worker relationships. Working with people you like to spend your time has a strong influence for the wellness in the workplace, health, labor environment and, of course and in a mid-long term, productivity, which at the end reinforces the stability of jobs.

Relationships between employees and management are of substantial value in any workplace. Human relations are the process of training employees, addressing their needs, fostering a workplace culture and resolving conflicts between different employees or between employees and management.



Photo by Prateek Katyal from Pexels

Understanding some of the ways that human relations can impact the costs, competitiveness and long-term economic sustainability of a business helps to underscore their importance.

TIWA team is a team of six organizations from five different EU countries (SL, BU, ES, IR and CZ) consisting of a solid group of training companies with long experience in the implementation of in company programs, some of them with a solid career in European projects (such as our coordinator, Ljudska Univerza Velenje, GrowthCoop, Impro Institute or Bulgaria Training) and some newcomers, such as I&F (which is building a recent but solid international career) or INDEPCIE, one of our Spanish partners which will have its first experience in Erasmus+ projects.

TIWA RESULTS

Main results:

TIWA produced 3 main results: the first outcome was a State-of-the-art report presenting situation in partner countries, including a list of the main challenges connected to an ideal working atmosphere. Second output was the TIWA Focus group report. This led to the first main results – (IDEAL LEADERS) a training system for managers and leaders in companies of different sectors and sizes to generate a friendly and wellness atmosphere. It consists of 20 training modules that are also teaching material and can be accessed via project website.

Second main result is called WORKING WITH A SMILE. It presents a set of case studies showing strategies and decisions made in companies to improve the working climate, stimulating employees to create good and solid human relationships with managers and fellow co-workers was developed. The total of 26 are available in all partner languages, 35 in English.

Third result called ME, THE IDEAL WORKMATE is a “good feelings kit” that can be used to develop and encourage the positive working environment in their day-by-day. It is a collection of 30 training tools linked to company culture, communication, interpersonal skills, adaptability, creativity, critical thinking.

How to implement

TIWA can be used in many ways and in many situations. It can be implemented as standalone training consisting of training modules, case studies and tools – in this way it's comprehensive and covers all sectors related to “ideal” workplace atmosphere. In this way it should be delivered by experienced facilitator or mentor who is familiar with the topic or has the interest to dive in in all materials.

TIWA can also be applied in modular manner – focusing on specific aspect of the working atmosphere. All materials are made available in such way they can be applied modularly – focusing on specific theme. This would be a much shorter implementation, idea for teambuilding, a workshop on specific topic or to improve one aspect in a work or learning group. It can be done by teachers, mentors, educators willing to work on specific topic and introduce it to the group.

TIWA can also be implemented to support other similar topics to raise motivation of those participating in a course, workshop, event – it can be used as ice-breaking activity, or as opening topic for a similar content.



Photo by Fox from Pexels

The training activity aims first and foremost at enhancing the knowledge, skills and qualifications of the selected trainers with the programme which is adapted to the concrete needs of the final target group –managers, leaders, entrepreneurs, decision makers and employees. During the training one will get familiar with modern and innovative coaching methodologies, as well as some more specific knowledge about individual and group training, especially in terms of motivating and inspiring learners.

01

IDEAL LEADERS

The training system for managers consist of 20 training modules. In TIWA, partners identified 8 main topics which can be challenging for leaders and prepared tips and trick how to work on your leadership skills. Each topic is divided into subthemes to help you focus specifically on what you struggle with the most or what you want to learn about more.

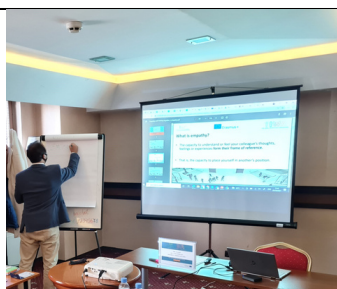


Implementation

The modules are available on project website.

Modules are part of the TIWA training and can be implemented in the workshops and used for webinars. They are in the form of presentation; therefore, they can be used directly from the project website. All modules include reference list that a less experienced facilitator can consult in more information is needed. Although they can be used as stand-alone tool, they are complimented by tools (O3) and supported by good practices (O2).

All modules are available in English, Slovene, Spanish, Czech and Bulgarian language.



02 WORKING WITH A SMILE

This result presents a set of 35 case studies of companies from Bulgaria, Czechia, Ireland, Slovenia and Spain that keep the friendly atmosphere in various ways. They share their stories with us, revelling their successes but also obstacles that they overcame, in order to provide others with examples of how to help set the friendly working atmosphere.

In the stories below, you'll find examples from small local companies to big ones like Lidl or Desigual, from private companies to NGOs, and from various fields like the education sector, food industry, marketing & advertising, finances, IT sector, retail and many others.

BULGARIA			
ASTEA	BIO BOUTIQUE ORGANIC	DARO	DIANA LTD
E-BAG	LIDL BULGARIA	MAX MEBEL	PAYSAFE
RESPONSA PREVENT	RIVAS TOUR	TELENOR	TRANSPRESS
WIN SANDWICHES			

CZECHIA			
APF CR	BEZNOSKA	EMCO	LIKO-S

IRELAND			
PADEL IRELAND	PENNEYS	NIGHT SKY	NIKS TEA

SLOVENIA			
INTERA	LUNA	OPTIWEB	RED ORBIT

SPAIN			
BALAKOOK	CLARITAS TURISMO	DESIGUAL	ESTUDIOS ALMERIENSES
FEPC	GOA	MAHOU	MERCADONA
POD	RECOMIENDO		

Implementation

Case studies can be used at any point during the training, either as introduction to the selected theme or as separate activity. In this case participants will have to deduct the relevant information from the study - for this Guidelines were prepared with questions that can lead to discussion. Group work is recommended.



03

ME, THE IDEAL WORKMATE

"The goal is not to be better than the other man, but your previous self." said the Dalai Lama. His wise words can be applied not only to life in general but to a working environment as well. One can work on his or her working skills, career path, economic results and so on, but what cannot be forgotten is that we can become better also by improving our soft skills, ways of communication, dealing with stress and many other areas. To help improve such skills, you can implement the TIWA "Good-feelings Kit".

On TIWA website you can find a set of original tools, games and practices, divided into 8 main topics, that can help you learn and develop new skills and practices. You can apply these tools in your company and grow as an individual, as well as a team! Discover fun and easy ways how to become an ideal workmate.

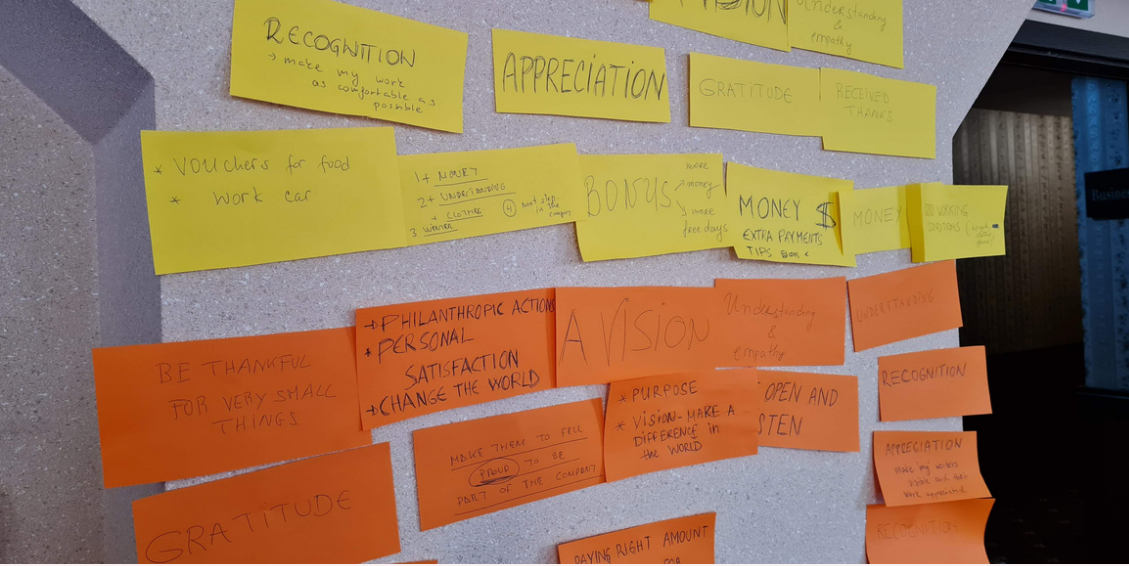


Implementation

Tools, games, and activities can be used in a different way. You can implement them after the training module to make the training more interactive and fun. You can also open a training with an activity related to the specific theme. You can use them as standalone activity, such as icebreaker to an event related to the topic, as activity in the classroom or as a teambuilding exercise. The choice is yours!



TIWA IN PRACTICE - WORKSHOPS



TIWA partners produced materials that are available for wide range of users, are versatile and can be used in different context. TIWA addressed also current pandemic situation and its impact on one's workplace atmosphere, by producing extra case studies demonstrating how even times of struggle can produce positive results.

Everyone wishes for better working atmosphere as this raises productivity, personal satisfaction and provides better results. From this point TIWA is relevant for everyone – from bigger companies, to SMEs, to bigger or smaller organisations, work teams, classrooms, from industry sector to educational one, from private to public and even for freelancers to improve their cooperation skills.

TIWA is relevant for managers, leaders, HR, workers and even those in transition between jobs and unemployed. Being aware of one's role in contributing to ideal working atmosphere and having tools to work on it and improve it will show positive impact in many spheres of one's life – from professional to personal.

Best way to explore this is through a series of workshops. Pick one of 8 themes, create an agenda, mix, and match all 3 types of TIWA results and invite interested party. You can organize it as teambuilding activity or to showcase an importance of one of the themes. You can also use it as solution to emerging problem in an organisation/company. And it requires little preparation - presentations are ready, case study can be shared in advance and Activities include all guidelines needed to successful implementation.

So no need to wait - go ahead and start creating you ideal workplace atmosphere!



Photo by fauxels from Pexels

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