**Regulation of workability in small and micro enterprises through multimedia tools**



**Tool 5B\_1**

**Check Workability – Management**

**Description of the Tool**

Maintaining the workability is an important success factor for companies. Especially due to the extended working life, it is important to maintain and promote the workability at various levels. The workability does not only mean health, but also includes other important aspects in the company such as working conditions, the lived corporate culture and the skills of the employees.

The tool is a basic analysis tool to analyze the situation of management and employees about workability. It is a tool that can be used by an external consultant to take the right measures to improve the situation.

The recommendations for action show concrete implementation steps to promote the workability or point to a deeper need for analysis. Based on the 20 questions on all floors of the House of Workability according to Prof. Ilmarinen, the tool enables an excellent assessment of the workability capacity of the management and the employees.

Tool 5B\_1 is the questionnaire for the management. Tool No. 5B\_2 is the questionnaire for employees.

**Target group**

Executives, owners and managing directors

**Benefit of the tool**

The check workability enables a first introduction to the topic of workability and provides initial indications of the workability of employees and managers in your company.

By using this online analysis tool, a very structured presentation of the situation on the net is possible. All results are clearly presented in the form of a "house with the 20 rooms" on the corresponding floors. Here, the results are color-coded and displayed (green- no need for action; blue-medium-term need for action and red-urgent need for action).

**Duration**

The check is an analysis tool and can help to improving your company's success – 20 minutes are well invested here.

**How to use the tool**

The check consists of a total of 4 question areas with 5 questions each on the following topics:

1. Work, organization, leadership
2. Values, attidudes, motivation
3. Qualification and competence, talent management
4. Health and performance

After the traffic light system, please tick which statements apply to you and your company (green), which partially apply (blue) and which are rather not (red). You can directly see where there is a need for action in your company to improve the workability.

The online registration by the management takes place first (tool 5B\_1\_AKKU\_Tool\_Check workability - management). After completion, the user (manager) receives an ID number, which is passed on to the employees. With this ID number, employees can then log in to complete the check online (tool 5B\_2\_AKKU\_Tool\_Check workability - employees).

The following evaluation options are available:

1. Management Evaluation
2. Evaluation of all employees
3. Evaluation of the entire company
4. Deviations: Management to employees

An action plan helps to define the activities and measures that need to be tackled.

| **Organisation of work** | **Applies**(no need for action) | **Partially true**(partly required for action) | **Rather not true**(concrete need for action) |
| --- | --- | --- | --- |
| **1. Age structure**The age structure in our company is balanced and there are no particular challenges in this regard. |  |  |  |
| **2. Work design**The activities and work processes are designed in such a way that, in principle, employees can be employed until the regular retirement age. |  |  |  |
| **3. Working hours and location**I enable my employees to arrange their working hours flexibly (part-time, working time accounts, etc.). Employees can perform their tasks in the company or can work mobile. |  |  |  |
| **4. Structures and processes**I plan and describe our processes and regularly check them for opportunities for improvement. |  |  |  |
| **5. Transparency and competence**In our company, everyone knows what is expected of them and who has which decision-making powers. |  |  |  |

| **Values and settings** | **Applies**(no need for action) | **Partially true**(partly required for action) | **Rather not true**(concrete need for action) |
| --- | --- | --- | --- |
| **6. Leadership and motivation**Through my leadership behavior, I contribute to the motivation and identification of employees with the company. |  |  |  |
| **7. Employer attractiveness**The company has a good image in the region and in our industry and is perceived as an attractive employer. |  |  |  |
| **8. Working atmosphere**Overall, the working atmosphere in the company is very good. |  |  |  |
| **9. Identification with the company**Employees of all areas of work and age groups identify with the company. |  |  |  |
| **10. Participation**I involve the employees in the work planning and design. |  |  |  |

| **Qualification and competence** | **Applies**(no need for action) | **Partially true**(partly required for action) | **Rather not true**(concrete need for action) |
| --- | --- | --- | --- |
| **11. Young talent and specialists**I am currently and certainly well in the future in attracting junior staff (trainees) and experienced specialists to our company. |  |  |  |
| **12. Employee skills**I know the strengths and weaknesses of our employees and use this knowledge systematically. |  |  |  |
| **13. Personnel development**Based on the constantly changing requirements, existing knowledge and qualifications in the company are systematically further developed. |  |  |  |
| **14. Continuing education**Through appropriate qualification offers, our employees are always up to date with the latest knowledge. |  |  |  |
| **15. Knowledge retention**I make sure that even when employees leave, their competencies are retained by the company. |  |  |  |

| **Safety and health** | **Applies**(no need for action) | **Partially true**(partly required for action) | **Rather not true**(concrete need for action) |
| --- | --- | --- | --- |
| **16. Occupational health and safety**The company has binding regulations and instructions regarding occupational safety and health protection. |  |  |  |
| **17. Risk assessment**I have carried out a risk assessment (including psychological stress) and identified corresponding risks in the company. |  |  |  |
| **18. Occupational safety**The maintenance (inspection, servicing and repair) of buildings, plants and work equipment in the company is regulated. |  |  |  |
| **19. Health situation**In our company, health problems of the employees occur rather rarely. |  |  |  |
| **20. Health promotion**I have taken measures in the company to avoid stress and illness and to support the health of employees. |  |  |  |

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| **Evaluation** |

**Workability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work organization** | 1.Age structure | 2.Work design | 3.Working hours and location | 4.Structures and processes | 5.Transparency and competence |
| **Values and settings** | 6.Leadership and motivation | 7.Employer attractiveness | 8.Work atmosphere | 9.Identification with the company | 10.Participation |
| **Qualification and competence** | 11.Young talent and specialists | 12.Employee’s skills | 13.Personnel development | 14.Continuing education | 15.Knowledge retention |
| **Health and performance** | 16.Occupational health and safety | 17.Risk assessment | 18.Occupational safety | 19.Health situation | 20.Health promotion |

|  |  |
| --- | --- |
|  | **Action plan** |
| What?(What action is being taken?) |  |  |  |
| For what?(Further specification of the measure and definition of goals) |  |  |  |
| Who is responsible? |  |  |  |
| Who supports? |  |  |  |
| In what period will the measure be implemented? |  |  |  |
| What are the costs for the realization? |  |  |  |
| Remarks |  |  |  |

Source: The tool was developed within the project "AKKU". This project was funded by the Federal Ministry of Labour and Social Affairs (BMAS) as part of the Initiative Neue Qualität der Arbeit (INQA) and was professionally supported by the Federal Institute for Occupational Safety and Health (BAuA), Berlin. Leading project partners were: ZWH Düsseldorf, IST Wuppertal, d‑ialogo Wuppertal, IAW (Institute of RWTH Aachen).