

Introduction

The facilitator of the meeting should open the meeting by briefly sketching out the purpose of the meeting, the intentions behind it, and what results the meeting is intended to produce. The facilitator describes 'where we are now' and 'what has happened since the last meeting'. If this is the first dialogue meeting after the publication of the reports, an overall summary of the results of the report should be presented (all three reading approaches can be applied).

Dialogue meeting methods A-E

Dialogue meeting method A: Presentation of reports and selection of focus areas

Time: 1 hour

Participants: 30-300 people

Facilitator: required experience None

Participants: required experience None

Materials Index cards and pens

This method is particularly suitable for medium-sized or large groups and is a good way of getting everyone involved. The method requires that the participants listen to and evaluate one another's ideas in a way that quickly provides an indication of which ideas are most important for the participants to continue working on.

Introduction (5 min.)

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Presentation of the reports based on the three reading approaches (15 min.)

The manager and the local occupational health and safety and liaison committees have agreed on how the reports are to be presented based on the three reading approaches: focus on major problem areas (classic approach), low-hanging fruits, and focus on what already functions best.

The university-wide themes selected by the senior management team, HSU and HAMU should also be described.

Ideas on cards (5 min.)

In response to the presentation of the results of the reports, each participant writes down their best idea for a focus area on a card, perhaps containing a text of this nature:

My best idea for how we can achieve the best possible psychological work environment is: _____

Card switch (1 min.)

All participants turn their cards upside down and walk around exchanging cards with one another for about one minute – the idea is to exchange cards with as many people as possible. This is done to make the cards anonymous, which makes the evaluations less personal. In this way, all of the proposals become the shared ideas of the entire group and are evaluated with the aim of selecting the one(s) the group as a whole finds most relevant.

Evaluation (15 min.)

When the facilitator gives a signal, the participants pair off. Each pair considers the two cards they are holding: How good are the ideas? Seven points should be divided between them, so that the sum of the scores assigned is 7 (for example 0-7, 2-5, 3-4). The participants write the scores on the respective cards. This should be done five times in quick succession, and between each round, participants should exchange cards with random colleagues, so that each pair gets new cards each time. Each card can collect a maximum of 35 points.

Conclusion (9 min.)

The facilitator asks which cards have the highest scores: Does anyone have a card with 35 points? 34? 33? (There is usually a positive response at around 28 or 29 points.) Count down until the +/- ten cards with the highest scores have been identified and write the winning ideas on a flip chart.

Wrap-up (5 min.)

The facilitator thanks everyone for their contributions and wraps up by addressing the following points:

- 1) What has come out of the meeting today (which focus areas have been identified)
- 2) What happens next. How what has been agreed will be followed up on. How the next steps in the process will take place.

After the meeting, the cards should be hung up in a prominent spot and transcribed to an electronic medium to facilitate sharing and follow-up activities.