



How to execute the crash course on HelseArbeid

To make sure you get the most out of the crash course, we recommend that you follow this step-by-step procedure.

The HelseArbeid crash course is a 1-hour course for everyone at your workplace, regardless of whether your groups are small or large. This means you can do this in a small team, or in a larger department or similar unit.

The message and content of the course will be relevant for all workplaces, regardless of industry.

The crash course is simple, and consists of a presentation with videos and exercises. We have also made it easy for you to follow up on the course afterward.

To ensure good execution and benefit from the crash course, you must complete three stages:

- 1. Engagement and preparation for the crash course**
- 2. Execution of the crash course with the employees**
- 3. Follow-up after the crash course**

1. Engagement and preparation

Appoint a team

It is important to involve the employees, so that they know why they are completing the course.

One way to do this and ensure workplace engagement, is to appoint a team responsible for executing the course.

This team should include a manager, union representatives, the safety representative and/or employee representatives from the workplace.

This team will be responsible for planning, executing and following up on the crash course.

Plan the execution together

The team should call a meeting to plan. This will ensure a shared understanding and a good plan for how to execute and follow up on the crash course.

During this planning meeting you should:

- Familiarize yourselves with the contents of the crash course and the process.
- Write down some points about why you want to do the crash course, and what you want to achieve. You can use this in the invitation you send out to all employees.
- Agree on who should lead the course. Normally, this would be the manager.
- Choose a time and location for the meeting with all employees.
- Send the invitation to all employees. Check out the [invitation template](#) and watch the [introduction video](#), which you can include with the invitation.
- Agree on a time for a follow-up meeting after the crash course. This meeting should be held as soon as possible, and no later than 2 weeks after the course.

2. Execution of the crash course with the employees

Use the presentation provided to take you through the crash course. The presentation and process is customized to how many participants are in the meeting. Therefore, they come in two slightly different versions.

- [Crash course for 6 participants or fewer](#)
- [Crash course for 7 participants or more](#)

In case some employees are unable to attend the course, it is also possible for as little as two people to complete the course on their own, and forward their responses to the leader.

What you must prepare before the course

Meeting in person:

- Make sure the meeting room is available for some time before and after the 60 minutes that have been set aside for the course.
- Make sure the presentation is ready and working. PLEASE NOTE: It is especially important to test that the video playback system in the meeting room works before the meeting starts.
- Remember to bring post-it notes and pens to the meeting.
- Find a suitable wall to hang the post-it notes on.

Digital meeting:

If you are doing the crash course digitally, there are some technical preparations you have to make.

Depending on which platform you use (e.g. MS Teams, Zoom), it is important to make sure the technical side of things is working as it should. This includes audio, video, and sharing of presentation.

In addition, either before or during the meeting, you must arrange for the participants to do the exercises in the platform's breakout rooms. Instead of using post-it notes, you can have the participants share their responses in the meeting chat.

Tips for the person leading the meeting

You are responsible for leading the meeting. It is important that you feel confident about the execution. We therefore recommend that you familiarize yourself well with the presentation beforehand. This includes both how the presentation works, and the content of the presentation.

During the meeting, the following will be your most important tasks:

- Greet everyone
- Introduce and summarize each part and exercise
- Keep track of time. This is especially important during activities.
- The crash course only has one activity that is in writing. Once everyone has put up their notes, you must remember to take a photo of all the notes to document the work.

3. Follow-up after the crash course

After the course, the team meets to review the responses that came in. During this meeting, you will:

- Review and sort the post-it notes from the course
- Merge similar responses into a single response
- If the crash course was done with a large group and there are many responses, the course team must agree on a selection of no more than 12 responses
- Rewrite the responses to specific actions/measures that can be applied during the workday rewrite the responses to specific actions/measures that can be applied into the workday. See examples below:

Response from crash course	Reformulated into actions
Good support at work for me is when someone asks if I need help.	We ask each other if we can help..
Good support at work for me is when I get constructive feedback.	We give each other constructive feedback.

- Make a list of the actions you have selected
- Make the list of actions accessible to everyone in the workplace

Examples of how to make the list accessible in the workplace

- A list on the intranet (digital)
- A physical poster on the wall. You can use the [HelseArbeid poster template](#).
- Write the actions on post-it notes and post these where people can see them.
- Regularly discuss the actions during staff meetings, etc.

What is the purpose of this list?

The point of the list is to create a reminder of what each of us can do to better support each other in the workplace. Such as 'ask someone to grab a cup of coffee', 'offer help', 'say hello in the morning'.

Small actions like these can make a huge difference in our workplace.



Tips and advice for further activities

After you have completed the crash course, some people may want to learn more about coping with problems, following up on employees out on sick leave, and improving the working environment.

You can find [useful tips and advice at idebanken.org](https://www.idebanken.org). Please be advised that this page is in Norwegian.