



JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Wellbeing and Staff Training

Orientation

September 2017



Content

Wellbeing and Competence Development

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- / Wellbeing & Performance at work and Personnel Policy
- / Development discussions
- / Vartu
- / Absences
- / Safety
- / University Sports and Cultural Activities

Staff Training

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- / Competence Areas
- / Different forms of Competence Development
- / Practical Details



Wellbeing and Competence Development





High Performance at Work: a Joint Effort

Work is safe,
healthy and
pleasant

Workplace
atmosphere

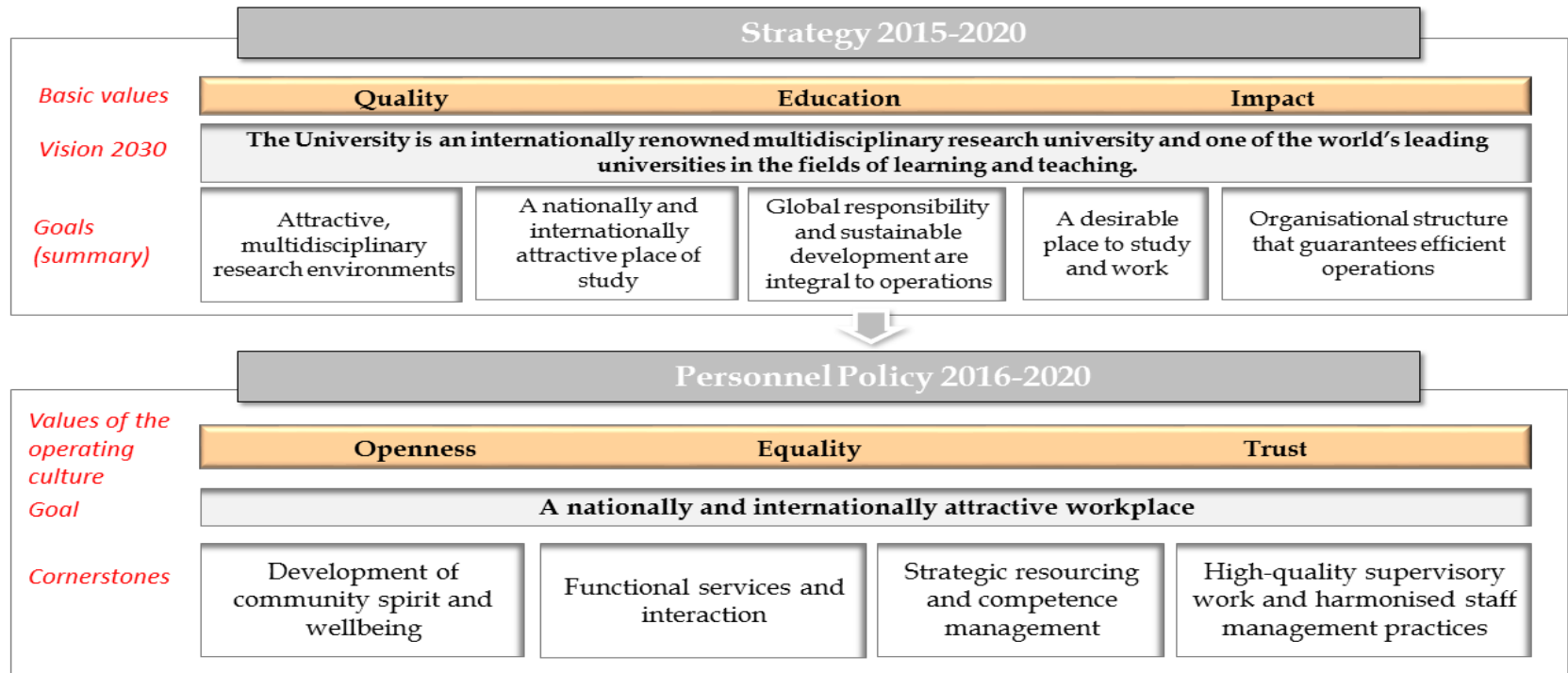
Increases
productivity
and
commitment
to work

Both
employers
and
employees
together

Good
management/
Leadership &
fair treatment
of employees

Work ability
and
professional
skills

Personnel Policy



Two staff surveys

Staff Survey

- bi-annual
- carried out 18.9.-1.10.2017
- by email

Workplace Energy Survey

- monthly (last Friday every month)
- by email to employees



Performance and Competence: Development discussion

Employee

1. Clarifying work targets, division of responsibilities and priorities
2. Agreeing on forms of competence development
3. A forum for giving and receiving feedback

Supervisor

1. Work and competence development can be directed towards the targets of the unit and the university
2. Getting better understanding of the work community
3. A forum for giving and receiving feedback

Organization

1. The strategy and policies of the university can be implemented to all levels of activities
2. Systematic collection and understanding of competence development needs

- **Regular:**
 - An annual/bi-annual discussion with your supervisor
- **Face-to-face and confidential**
- **Documented in the SAP Portal (form)**
- **Follow-up**

[Development Discussion Guide](#)



Early Intervention and Support:

Vartu

- **Bearing responsibility** for our work community members and their wellbeing
- Recognizing challenging and problematic situations and collaboratively addressing them
- Proactive prevention and **early caring for each other**
- An employee's absences due to illness have increased
- An employee's work profitability and/or quality has begun to decline
- An employee neglects his/her duties
- Harassment and inappropriate treatment occur
- There is reason to suspect alcohol or drug abuse

Workplace mediation



Absences/Leaves (Poissaolot/työstävapautukset)

- **Sickness leave (sairausloma)**
 - / Right to be absent from work when prevented performing duties
 - a verified illness, disorder or injury
 - / Inform your supervisor immediately
 - / You are entitled to sick leave salary according to TES
 - short sick leaves: 1-3 days
 - with your supervisor's permission
 - long sick leaves: longer than 3 days
 - medical certificate must be presented and delivered to the supervisor / to the service centre
 - / Notified in the SAP portal



Absences/Leaves (Poissaolot/työstävapautukset)

- **Temporary child care leave (tilapäinen hoitovapaa)**
 - / Sick **child** under 10 years of age and the child needs taking care of
 - / 1-4 working days, salary paid
 - 1-3 working days: with your supervisor
 - 4th working day: medical certificate must be presented
 - / Inform your supervisor and notify the leave in the SAP portal
- **Family leaves and other absences (perhevapaat, muut poissaolot)**
 - / When relevant, check with the Service centre
 - / Notified in the SAP portal



Safety Working Environment

- Safe and healthy working place
- JYU regulations and guidelines to be followed
- Every person belonging to the University community has a right to work and study in peace
- Keys, staff cards, user id's, passwords are personal – not to be given to someone else
- JYU facilities – free access
 - / When you leave the office, close the door
 - / No pet animals allowed in JYU facilities, be sensitive with fragrances
- In case of emergency: guidelines exist
- If you notice endangering defect in facilities, device, systems:
 - / Kindly remove or fix it (if it is something you could do without risking yourself)
 - / Notify the Safety Manager/työsuojeluvaltuutettu
- Participate in Safety related trainings when offered

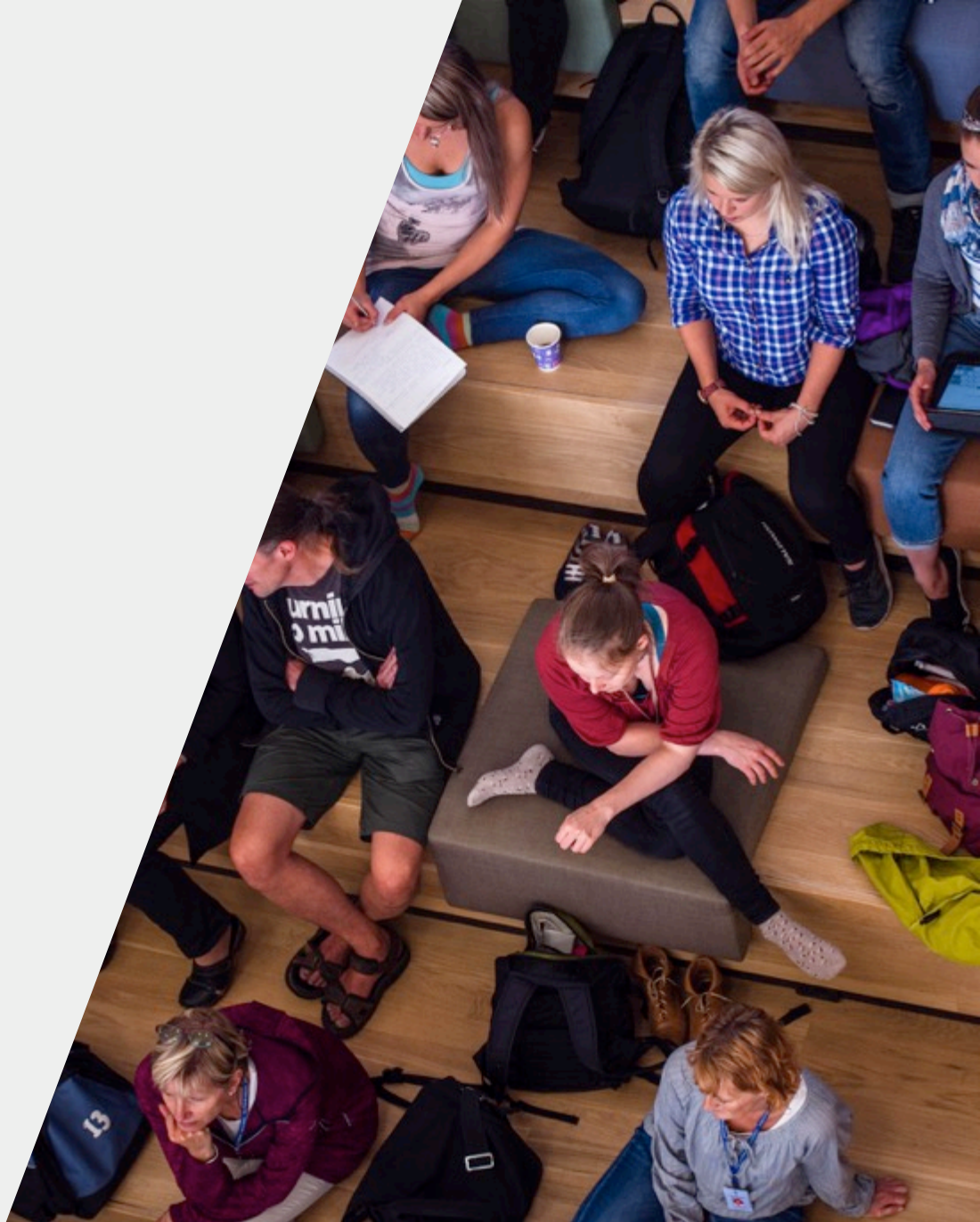


Sports and Culture

- Sports activities offered
 - / Fitness classes
 - / Sports courses
- Check [Sports for Staff](#)
- See the weekly eStaff Bulletin
'Henkilöstökoulutusta ja liikuntaa'
- Eg. Sport Day for the Staff and Families
28.10.2017
- Cultural activities organised by the [Cultural committee](#)
 - / Cultural events and trips
 - / Eg. Jyväskylä Sinfony tickets available
 - / Join the emailing list at <http://lists.jyu.fi/mailman/listinfo/kulttuuritoimikunta>



Staff training





Competence areas

1. Discipline-specific expertise and research competence

- ✓ [Research methodology courses](#), Methodology Centre for Human Sciences (IHME)
- ✓ [Research funding training](#), Research and Innovation Services
- ✓ [Open science, research data management and publishing competence](#), Open Science Centre

2. Teaching and guidance competence

- ✓ [University pedagogical studies \(YPE\)](#), 10 ECTS, Faculty of Education and Psychology
- ✓ [Teaching Academic Content through English \(TACE\)](#), Language Centre

3. Leadership competence

4. Working community competence

- ✓ Training and professional guidance offered also in English (or bilingually), see [competence development site in the intranet](#) (soon in English)

5. ICT competence

- ✓ [Basic training about programs used at JYU](#), e.g. Korppi, Moodle, IT Services

6. Communication and language competence

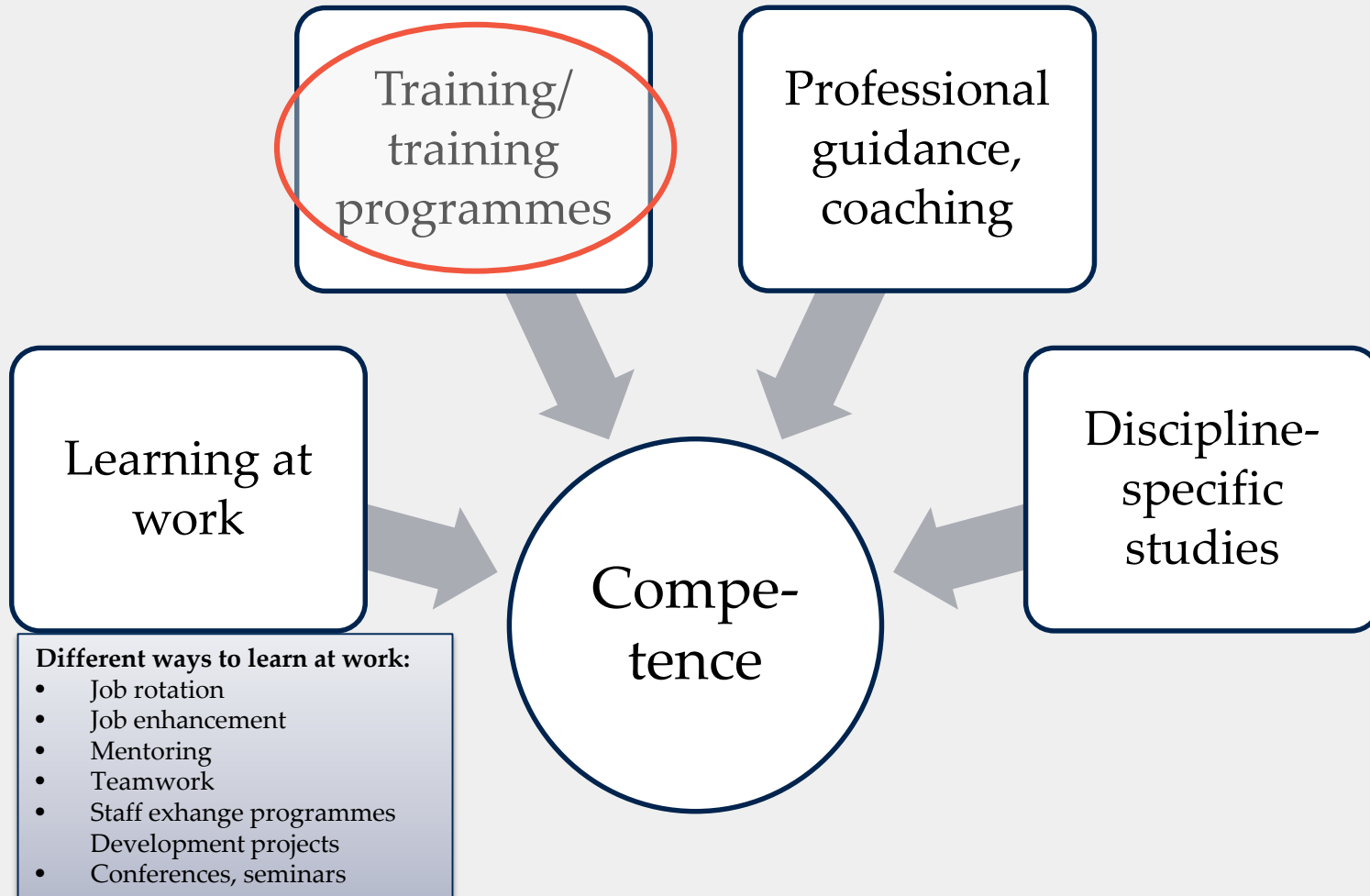
- ✓ [Finnish as a second language and other language courses](#), Language Centre

7. Service and administration competence

- ✓ Training about topical issues concerning e.g. new regulations, see [competence development site in the intranet](#) (soon in English)



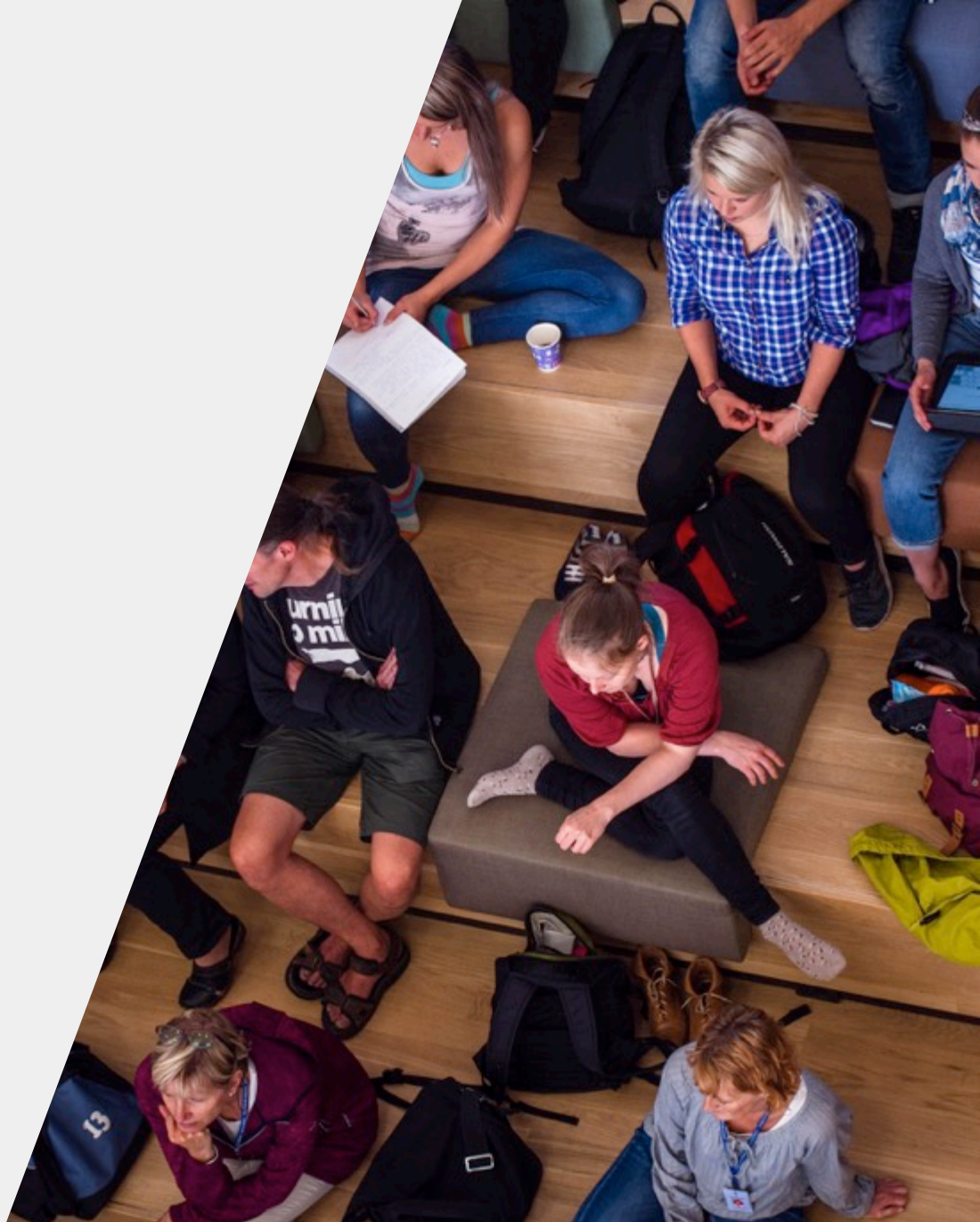
Different forms of competence development during the employment relationship





For whom?

- ✓ Most of the training are available to all staff members
- ✓ There is an increasing amount of training targeted to a unit level, e.g. well-being lectures, ICT training
- ✓ Some training is targeted only to certain staff groups, e.g. leadership training to supervisors





What?

- ✓ Diverse range of training and other forms of competence development to choose from
- ✓ Each staff member identifies his/her own **competence development needs** with their supervisor in the development discussion





How?

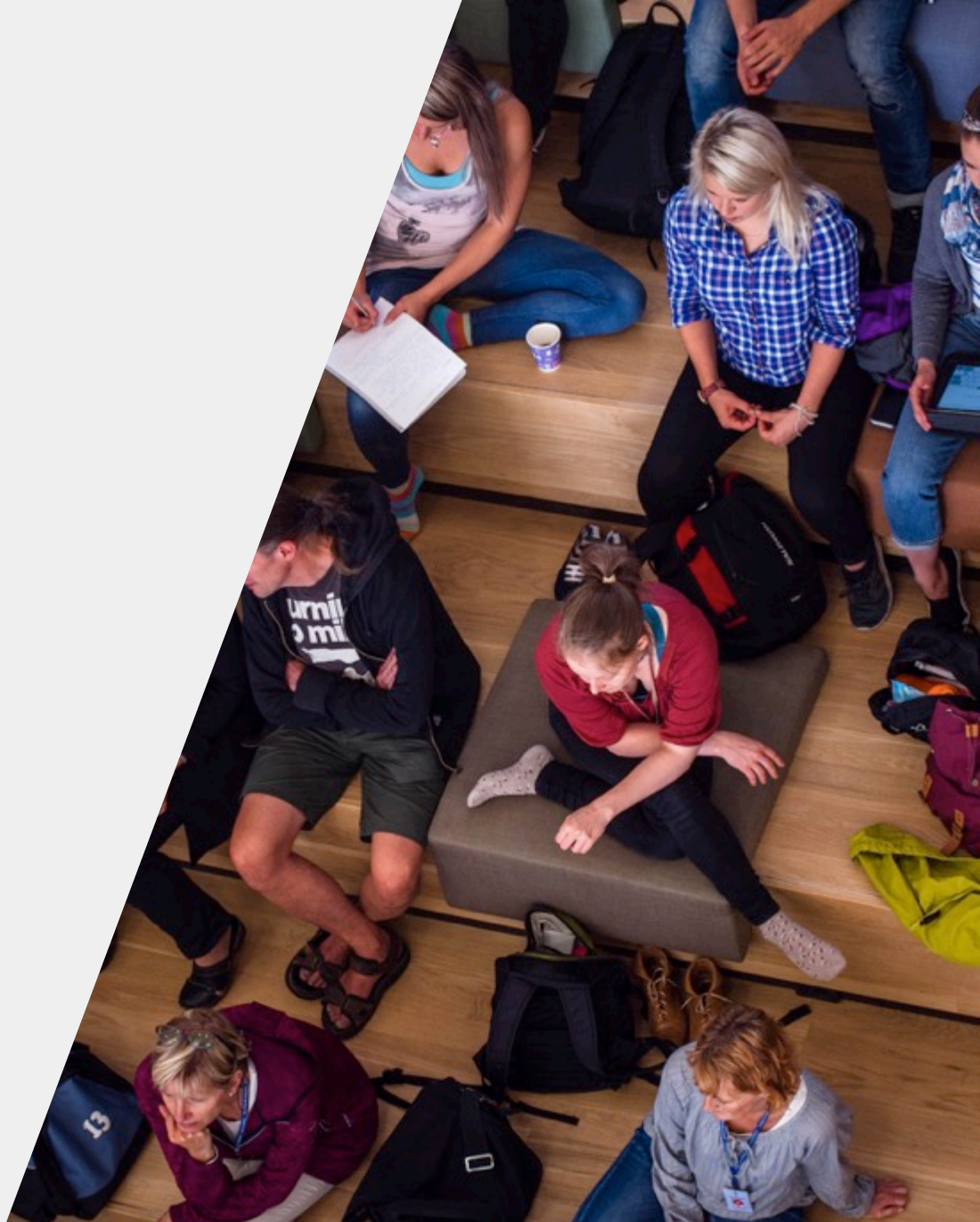
- ✓ **Registration** for training and other forms of competence development is usually done in [Korppi](#), a study data system used at the University
- ✓ **Application** is required in training programmes such as YPE (University pedagogical studies) and TACE (Teaching Academic Content through English)





When?

- ✓ The interval between training varies depending on the competence area.
- ✓ Training is organised either monthly, biannually, annually or when needed.
- ✓ Check
 - / *Henkilöstökoulutusta ja liikuntaa* bulletin (every Thursday, for the present)
 - / Competence development site in the intranet, Help Centre (soon in English)



Staff training calendar in English / Autumn 2017



1. [Basic Finnish Course for Staff Members 11.9.-17.10.2017](#)
2. [Dissertation Start-up 4.10.2017](#)
3. [Reference Manager RefWorks 4.10.2017](#)
4. [Research data management, Natural sciences 4.10.2017](#)
5. [Guides to methodology as research support 6.10.2017](#)
6. [Supervision of Doctoral dissertation: Elements of Successful Supervision 12.10.2017](#)
7. [Research data management, Humanities and Social sciences 11.10.2017](#)
8. [Open Access publishing 12.10.2017](#)
9. [Research Merits, Social Sciences and Humanities 12.10.2017](#)
10. [Expert communication 24.10.-10.11.2017](#)
11. [Research Merits, citation indexing: WoS and Scopus 25.10.2017](#)
12. [JYU ERC Support process for CoG 2018 applicants, starting 26.10.2017](#)
13. [Choosing the publishing channel 26.10.2017](#)
14. [Finnish self-study consultation 31.10.2017](#)
15. [JYKDOK - e-resources and printed materials 3.11.2017](#)
16. [Overview of the General Data Protection Regulation \(GDPR\) 20.11.2017](#)
17. [Overview of the General Data Protection Regulation \(GDPR\) 27.11.2017](#)
18. [Research data management, Natural sciences 30.11.2017](#)
19. [Reference Manager RefWorks 30.11.2017](#)