



# From data to dialogue and action

A guide on following up the results of  
the staff well-being barometer



# Background and purpose

The Staff Well-being Barometer is an integral part of workplace assessment at AAU. Following a decision of the AAU Main Occupational Health and Safety Committee, each year we conduct the Staff Well-Being Barometer, a centrally administered mini well-being survey distributed to all departments and Shared Services units.

The Staff Well-being Barometer is a "temperature measurement" of well-being that indicates how you feel in your department or unit at the time of the measurement. The results of the Staff Well-being Barometer should not be regarded as static states or objective statements of truth. Rather, you create the most important information about well-being at your workplace in the subsequent dialogue about the results. The purpose of the Staff Well-being Barometer is thus to kick-start a dialogue in the Consultation and Occupational Health and Safety Committees on:

- how you feel in your unit or department
- how you will feel in your workplace going forward and
- what changes you want to initiate

## Who gets the results?

The results of the Staff Well-being Barometer for the departments, secretariats and Shared Services units will be sent to the head of department, head of secretariat and line manager, respectively.

The manager is tasked with disseminating the results in their own occupational health and safety organisation for dialogue in the local Consultation and Occupational Health and Safety Committees. The head of department, head of secretariat and line manager, in their responsibility for occupational health and safety, are in charge of the dialogue process.

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# Before the dialogue in the Consultation and Occupational Health and Safety Committees

When you read your results from the well-being barometer, it may be useful to be aware of the following points:

- When you read your results from the well-being barometer, it may be useful to be aware of the following points:
- Do not assign greater or lesser importance to the survey than it actually contains
- You cannot read everything about your well-being in the survey
- Remember that this is a snapshot
- Do not look at only the negative aspects in the survey
- Do not draw conclusions based on guesses, conjectures and interpretations; talk to each other instead
- Be careful not to seek confirmation of your prejudices about employees, management, colleagues, etc.
- Respect anonymity and do not try to guess who answered what
- Approach the results with curiosity
- Remember to engage in constructive dialogue about the results of the Well-being Barometer between staff members, managers and between colleagues
- Do not underestimate the survey participants' need for the results to be used for something constructive; therefore provide feedback to staff as soon as possible



# Dialogue on the results of the staff well-being barometer

The dialogue on the results of the staff well-being barometer does not itself lead to an improvement in your well-being. Therefore, it is important that in the dialogue in the Consultation and Occupational Health and Safety Committees you take a curious view of the results and talk about how you want to feel in a year or two and plan the work on the well-being of your workplace in a forward-looking manner. Be aware that failure to follow up on staff surveys can have a negative effect on well-being.

The dialogue on the results may be based, for example, on these questions:

1. Where are you on the scale?
  - Have you scored high or low?
  - Are you satisfied with the level?
2. Why did you respond the way you did?
  - What is the response an expression of?
  - Are there specific circumstances or conditions that account for where you are on the scale?
3. What do the results of your previous well-being surveys look like?
  - Is there anything that's gotten better or worse?
4. What will the well-being of your workplace be in the future?
  - How would you like things to be in a year or two?
  - What specific goals can you work towards (within your scope)?
5. What actions do you need to take to achieve the well-being goals you have set?
  - Do you need to adjust any existing action plans?
  - Do you need to make new action plans?
  - Remember to prioritize your action plans. Plan a meeting now where you follow up and evaluate your action plans

If you need guidance on the action plans, see the guide: ["A good action plan"](#)

# If the staff well-being survey shows offensive acts, bullying or harassment

If one or more staff members indicates bullying or harassment, remember that, in the Occupational Health and Safety Committees dialogue, it is not essential to figure out who is feeling bullied or harassed or who has done this behaviour, but rather to acknowledge and take the problem seriously and do what is necessary to prevent it.

If the staff well-being barometer indicates offensive acts, bullying or harassment, you may benefit from the following:

- Frequency: How often the bullying or harassment is experienced
- (regularly/in isolated cases)
- History: How many times there were indications of bullying or harassment. Is this the first time, or were there any indications in previous staff well-being surveys?
- How can you make sure it doesn't happen again? (see AAU's procedure for dealing with offensive behaviour)

On our website [www.arbejdsmiljoe.aau.dk](http://www.arbejdsmiljoe.aau.dk) you will find inspiration for how to have a productive dialogue about the results in terms of frequency, history and options for addressing the problem