
Møteinnkalling

Til:	Ahmed, Nabil; Bastashevski, Mari; Bennett, Charley; Dragsnes, Bente; Frigstad, Gard; Furunes, Anne-Karin; Gmelin, Felix; Jessen, Jacob; Lindbjerg, Diana; Mikhailina, Iana; Murray-Leslie, Alexandra; Oksås, Odd-Joar; Røros, Anneli; Rych, David; Sampson, Bruce; Sanden, Mari; Schneider, Florian; Suijkerbuijk, Martinus; Vedel, Joen; Vedlog, Eivind; Welsh, Jeremy; Winterling, Susanne		
Kopi til:	Shetelig, Fredrik; Alterskjær, Gry Eva S.; Lysklett, Kristin; Klepp, Eli Rognes; Wold, Borgny H.		
Om:	Staff meeting, June 19, 2020		
Møtetid:	14:00-15:00	Møtested:	NTNU Zoom

Staff meeting: Work environment project

Over a long period of time there has been continuous feedback about a challenging work environment at the department. Despite follow-up and measures to correct the situation, there are still considerable concerns about the work environment.

The Dean at the Faculty has therefore asked the HR- and HSE-division to conduct an assessment of the challenges in the work environment at the Department. The Dean has also requested that the HR- and HSE-division, as a result of their findings recommend measures that can be taken to address the challenges in order to resolve the work environment issues.

The Dean and the Head of Department, together with the project group, find that it is crucial to the success of this work that all the employees at the Department are invited to a staff meeting to be presented with the project and the people working on this project, as well as to give the employees the opportunity to ask questions. As the project group will start the actual work in August, it is important that all employees are well informed and have an opportunity to give feedback on the planned project.

This will not be the only opportunity to ask questions. However, this is an important time to do so before the project group has actually begun the process of assessment.

At the meeting the Dean, Head of Department, as well as several members of the project group and HR- and HSE-division will be present to explain the contents of the project, and to answer questions.

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Saksbehandler

Florian Schneider

Agenda:

14.00: Welcome and brief introduction by the Dean Fredrik Shetelig

14.05: Goals of the work environment project by the Head of Department Florian Schneider

14.10: Project plan by the leader of the project group Gry Eva S. Alterskjær, and Senior Adviser Kristin Lysklett (both HR- and HSE- division)

14.20: Introduction to individual work environment conversations by Eli Rognes Klepp and Borgny H. Wold from Occupational Health Services

14.35: Questions and feedback

15.00: End of meeting

We kindly ask you to confirm your participation by email to Anneli Røros anneli.roros@ntnu.no

Best regards,

Florian Schneider