Immagine che contiene testo

Descrizione generata automaticamenteImmagine che contiene logo

Descrizione generata automaticamente**2020-1-FI01-KA204-066474**

**Immagine che contiene testo, roulette, finestra

Descrizione generata automaticamenteSUS21**

**EDUCATION AS A CONSTRUCTOR OF SOCIAL AND CULTURAL SUSTAINABILITY FOR THE 21ST CENTURY**

***INTELLECTUAL OUTPUT6***

# QUESTIONNAIRE ON ORGANISATIONAL WELL-BEING

[www.sus21.eu](http://WWW.SUS21.EU/)

Immagine che contiene testo

Descrizione generata automaticamente

Immagine che contiene testo, clipart

Descrizione generata automaticamente

### The European Commission’s support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

# Questionnaire on organisational well-being

The questionnaire is part of the project "SUS21- Education as a Constructor of Social and Cultural Sustainability for the 21st century".

It is built in 4 parts:

* Personal and contextual data
* Me in the organization
* Me and my colleagues
* Me and my relationship with people outside my workplace

If you are a worker, you can use it to reflect on the different aspects having an impact on your well-being at work. The goal is to help you to self-reflect on those aspects to assess how you feel at work from the organisational point of view, to find which are the promoting/protective aspects and which one are the weaknesses or the obstacles to well-being. So, you’ll be able to reflect on the different areas and to think on what you can change, empower and foster to promote well-being and what you can propose to your coworkers and/or line managers as points to take care of. You can use the excel file (provided in the SUS21 webpage), to fill out the questionnaire and get a radar chart to have the visual feedback of “The star of well-being”. You can even use it in different times and visualize the change.

If you are a line manager or the head of an organization/association you can discuss with HR manager, supervisor and/or in service trainer to use the questionnaire within your program, in example proposing it to your workers and using it as the base to reflect in group about the several aspects.

When answering each question, please focus on your personal experience.

* *There are no right or wrong answers. We want to know what you think.*
* *The questionnaire is anonymous. In case your organisation will collect the data, it will be its responsibility to report the results in aggregate form.*
* *We kindly ask you to answer all questions.*
* *Your answers will be used to improve the well-being of people, organisations and communities.*

# Personal and contextual data

|  |  |
| --- | --- |
| **1.1 Gender** | |
| Female |  |
| Male |  |
| Other |  |

|  |  |
| --- | --- |
| **1.2 Age** | |
| from 21 to 25 years |  |
| from 26 to 30 years |  |
| from 31 to 35 years |  |
| from 36 to 40 years |  |
| from 41 to 45 years |  |
| from 46 to 50 years |  |
| from 51 to 55 years |  |
| over 55 years |  |

|  |  |
| --- | --- |
| **1.3 I have been doing this job for:** | |
| less than three years |  |
| from 3 to 5 years |  |
| from 6 to 10 years |  |
| from 11 to 15 years |  |
| from 16 to 20 years |  |
| over 21 years |  |

|  |  |
| --- | --- |
| **1.4 I currently work in the following field (you can indicate more than one):** | |
| Early childhood (kindergarten, micro-kindergarten, etc.) |  |
| Home and community education service |  |
| Unaccompanied minors |  |
| Minors outside the family |  |
| Families |  |
| Outreach education |  |
| Youth centres |  |
| Addictions |  |
| Adult mental health |  |
| Child neuropsychiatry |  |
| Immigration |  |
| Disability |  |
| Elderly |  |
| Other (specify) |  |

|  |  |
| --- | --- |
| **1.5 The organisation where I work has:** | |
| Less than 10 members/employees |  |
| Between 11 and 50 members/employees |  |
| Between 51 and 250 members/employees |  |
| More than 250 members/employees |  |

1. **Me in the organisation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2.1 *Health and safety in the workplace***  **How much do you agree with the following statements?** | **Not at all Completely** | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| The place where I work is safe (electrical installations, fire and emergency measures, etc.). |  |  |  |  |  |  |  |
| The place where I work is comfortable (lighting, air Conditioning, space, furniture, etc.). |  |  |  |  |  |  |  |
| I have received appropriate information and training on the risks associated with my job |  |  |  |  |  |  |  |
| I have the opportunity to take breaks whenever I feel the need to  do so |  |  |  |  |  |  |  |
| I can carry out my job at a sustainable pace, without excessive  levels of stress |  |  |  |  |  |  |  |
| In the organisation where I work there is a low turnover of  employees |  |  |  |  |  |  |  |
| I can always count on my colleagues to collaborate and/or stand in  for me |  |  |  |  |  |  |  |
| My job doesn’t involve physical effort |  |  |  |  |  |  |  |
| The workplace is smoke-free |  |  |  |  |  |  |  |
| The place where I work is accessible to all and barrier-free |  |  |  |  |  |  |  |

**Completely**

**Not at all**

**2.2 *Equipment and facilities***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **How much do you agree with the following statements?** | **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| The spaces in my workplace are adequate for the tasks and duties I have to perform |  |  |  |  |  |  |  |
| I have at my disposal the tools and materials necessary to carry out my work |  |  |  |  |  |  |  |
| The organisation promptly provides me with the materials or tools necessary to carry out the activities |  |  |  |  |  |  |  |
| The organisation guarantees forms of reimbursement or advances for expenses incurred for professional reasons (transport, meal vouchers, etc.) |  |  |  |  |  |  |  |
| The organisation provides various kinds of company benefits  (economic incentives, special rates, shopping vouchers, accessories, extra leave, etc.). |  |  |  |  |  |  |  |
| I have a personal workstation or work space, sufficient to  guarantee my privacy and concentration |  |  |  |  |  |  |  |
| The organisation provides adequate space and time to encourage  discussion and collaboration among employees |  |  |  |  |  |  |  |
| I have places or spaces where I can safely leave work materials and  documents |  |  |  |  |  |  |  |
| There are adequate refreshment areas in my workplace |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2.3 *Organisational and behavioural rules***  **How much do you agree with the following statements?** | **Not at all Completely** | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| Rules of conduct exist in the organisation where I work |  |  |  |  |  |  |  |
| Tasks, duties and organisational roles are well defined and clear to  everyone |  |  |  |  |  |  |  |
| The work objectives and organisational mission are clearly stated |  |  |  |  |  |  |  |
| The organisation I work for promotes and communicates its mission and vision effectively to the outside |  |  |  |  |  |  |  |
| Within the organisation I work for, information circulates effectively and/or is easily accessible |  |  |  |  |  |  |  |
| The organisation I work for enables the reconciliation of work and private life |  |  |  |  |  |  |  |
| The organisation where I work pays attention to the stress level of  its employees |  |  |  |  |  |  |  |
| There are rules and containers for waste separation in my  workplace |  |  |  |  |  |  |  |
| Working times and shifts are defined and respected by everyone |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2.4 *Opportunities for professional growth and fairness***  **How much do you agree with the following statements?** | **Not at all Completely** | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| The organisation I work for values my skills |  |  |  |  |  |  |  |
| I have the necessary skills to do what the organisation asks of me |  |  |  |  |  |  |  |
| The organisation I work for provides opportunities for professional  development |  |  |  |  |  |  |  |
| The organisation I work for offers adequate opportunities to develop skills and abilities through in-house training, in person or  remotely |  |  |  |  |  |  |  |
| The organisation where I work encourages and promotes innovation and experimentation initiatives, also on an individual  level |  |  |  |  |  |  |  |
| The organisation I work for encourages participation in external  training activities, in person or remotely |  |  |  |  |  |  |  |
| Workloads are fairly distributed |  |  |  |  |  |  |  |
| My salary is adequate for the work I do |  |  |  |  |  |  |  |
| The work I currently do is consistent with my training and  professional profile |  |  |  |  |  |  |  |
| In the organisation where I work, the possibilities of professional  development are linked to merit and to people's abilities |  |  |  |  |  |  |  |
| The organisation I work for guarantees moments of psychological  and/or pedagogical supervision and/or other reflective practices (also in groups) on people's professional actions |  |  |  |  |  |  |  |
| The work I do requires constant professional refresher training |  |  |  |  |  |  |  |
| Overall I am satisfied with my career path within the organisation I work for |  |  |  |  |  |  |  |

# Me and my colleagues

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3.1 *My personal perception***  **How much do you agree with the following statements?** | **Not at all Completely** | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| I am able to work as part of a team |  |  |  |  |  |  |  |
| I am available to help colleagues even if not explicitly requested to  do so |  |  |  |  |  |  |  |
| I am able to mediate in difficult situations |  |  |  |  |  |  |  |
| I feel valued and appreciated by the people I work with |  |  |  |  |  |  |  |
| I feel good with my colleagues and I have positive relationships  with them |  |  |  |  |  |  |  |
| I feel helped and supported by my colleagues |  |  |  |  |  |  |  |
| With my colleagues I use inclusive, non-discriminatory and gender  responsive language |  |  |  |  |  |  |  |
| I am happy with the job I do and I don’t want to change it |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3.2 *My line manager***  **How much do you agree with the following statements?** | **Not at all Completely** | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| Helps me to do my job better |  |  |  |  |  |  |  |
| Pushes me to do my best |  |  |  |  |  |  |  |
| Is available for discussion and dialogue |  |  |  |  |  |  |  |
| Promotes cooperation |  |  |  |  |  |  |  |
| Uses inclusive, non-discriminatory and gender responsive language  with me and my colleagues |  |  |  |  |  |  |  |
| Knows when I do my job well and he/she gratifies me |  |  |  |  |  |  |  |
| Listens to me and is available to consider my proposals |  |  |  |  |  |  |  |
| Manages problems, critical issues and conflicts efficiently |  |  |  |  |  |  |  |
| Manages relationships fairly |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3.3 *My colleagues***  **How much do you agree with the following statements?** | **Not at all Completely** | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| Are available and cooperative |  |  |  |  |  |  |  |
| Have the right skills to do their job |  |  |  |  |  |  |  |
| Are able to overcome conflicts and find solutions for the common  good |  |  |  |  |  |  |  |
| Respect others’ opinions and spaces |  |  |  |  |  |  |  |
| They respect organisational functions and behavioural rules |  |  |  |  |  |  |  |
| Are available to do more than the situation requires |  |  |  |  |  |  |  |
| Avoid controversy and gossip |  |  |  |  |  |  |  |
| Have a positive opinion of the organisation they work for |  |  |  |  |  |  |  |
| Are inclusive and willing to help new colleagues |  |  |  |  |  |  |  |
| Use inclusive, non-discriminatory and gender responsive language with me and the other colleagues |  |  |  |  |  |  |  |

1. **Me and my relationship with people outside my workplace**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **4.1 *People for whom the service is intended***  **How much do you agree with the following statements?** | **Not at all Completely** | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| The relationship with the people for whom the service is intended  is the most gratifying part of my job |  |  |  |  |  |  |  |
| I am able to stay detached from the situations I encounter in my  work |  |  |  |  |  |  |  |
| I am able to keep the “right distance” from the recipients of my professional service |  |  |  |  |  |  |  |
| I receive positive feedback on the effectiveness of my work from the people for whom the service is intended |  |  |  |  |  |  |  |
| I don’t experience frequent tension and conflicts with the people for whom the service is intended |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **4.2 *External professionals***  **How much do you agree with the following statements?** | **Not at all Completely** | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| In multidisciplinary team meetings where other professions are  involved my role is recognised and respected |  |  |  |  |  |  |  |
| The other professionals show that they are aware of the  characteristics and purposes of my job |  |  |  |  |  |  |  |
| In work situations, the relationship with other professionals is equal and there is mutual respect among roles and responsibilities |  |  |  |  |  |  |  |
| Contact and exchange with other professionals in the socio-  educational field provide an opportunity for growth |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **4.3 *Civil society and local community***  **How much do you agree with the following statements?** | **Not at all Completely** | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| The local community knows the mission of the organisation I work  for |  |  |  |  |  |  |  |
| Within the local area where my organisation works, it is possible to  communicate and collaborate with other bodies or institutions |  |  |  |  |  |  |  |
| The people I spend time with outside my organisation know what  my job is about |  |  |  |  |  |  |  |
| The organisation I work for is appreciated by the local community |  |  |  |  |  |  |  |
| I feel proud when I happen to tell people about what I do in my job |  |  |  |  |  |  |  |

Immagine che contiene testo

Descrizione generata automaticamente

Immagine che contiene logo

Descrizione generata automaticamente

EDUCATION AS A CONSTRUCTOR OF SOCIAL AND CULTURAL SUSTAINABILITY FOR THE 21ST CENTURY

Immagine che contiene testo

Descrizione generata automaticamente

This work is licensed under a Creative Commons Attribution-Non- Commercial-ShareAlike 4.0 International License.

This document may be copied and reproduced according to the above rules [(https://creativecommons.org/licenses/by-nc-sa/4.0/)](http://creativecommons.org/licenses/by-nc-nd/4.0/)

This document may change without notice.

**PROJECT NO: 2020-1-FI01-KA204-066474**

Immagine che contiene testo

Descrizione generata automaticamente