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SUS21

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

INTELLECTUAL OUTPUT 6

QUESTIONNAIRE ON ORGANISATIONAL WELL-BEING

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UNIVERSITÀ
DEGLI STUDI
DI TRIESTE

Department of
Humanities



Erasmus+

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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.*



1. 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	



2. 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							

2.2 Equipment and facilities How much do you agree with the following statements?	Not at all			Completely			
	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							



3. Me and my colleagues

3.1 My personal perception	Not at all			Completely			
	1	2	3	4	5	6	7
How much do you agree with the following statements?							
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	Not at all			Completely			
	1	2	3	4	5	6	7
How much do you agree with the following statements?							
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	Not at all			Completely			
	1	2	3	4	5	6	7
How much do you agree with the following statements?							
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							



4. 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							



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