

The logo consists of the word "VAMMLAS" in a bold, sans-serif font. Each letter is a different color: V (blue-grey), A (green), M (light green), M (yellow-green), L (yellow), A (orange), and S (red).

VAMMLAS

Vammaisten lasten ja nuorten tukisäätiö



HOW TO INCREASE DIVERSITY BY INVOLVING STAFF IN JOB DESIGNING?

The 4th Nordic Conference in Work &
Rehabilitation

Reykjavik



Personnel- & workplace-oriented approach

- Companies are interested in hiring or finding solutions for workers with partial workability. Need help to find suitable jobs. Ratko concept gives tools for job design in various situations.
- Staff participation is crucial. Employees have the best knowledge of the jobs and are willing to help, using the Ratko concept. Important to make the benefits visible.
- Worthwhile in creating long-term win-win-win situations.



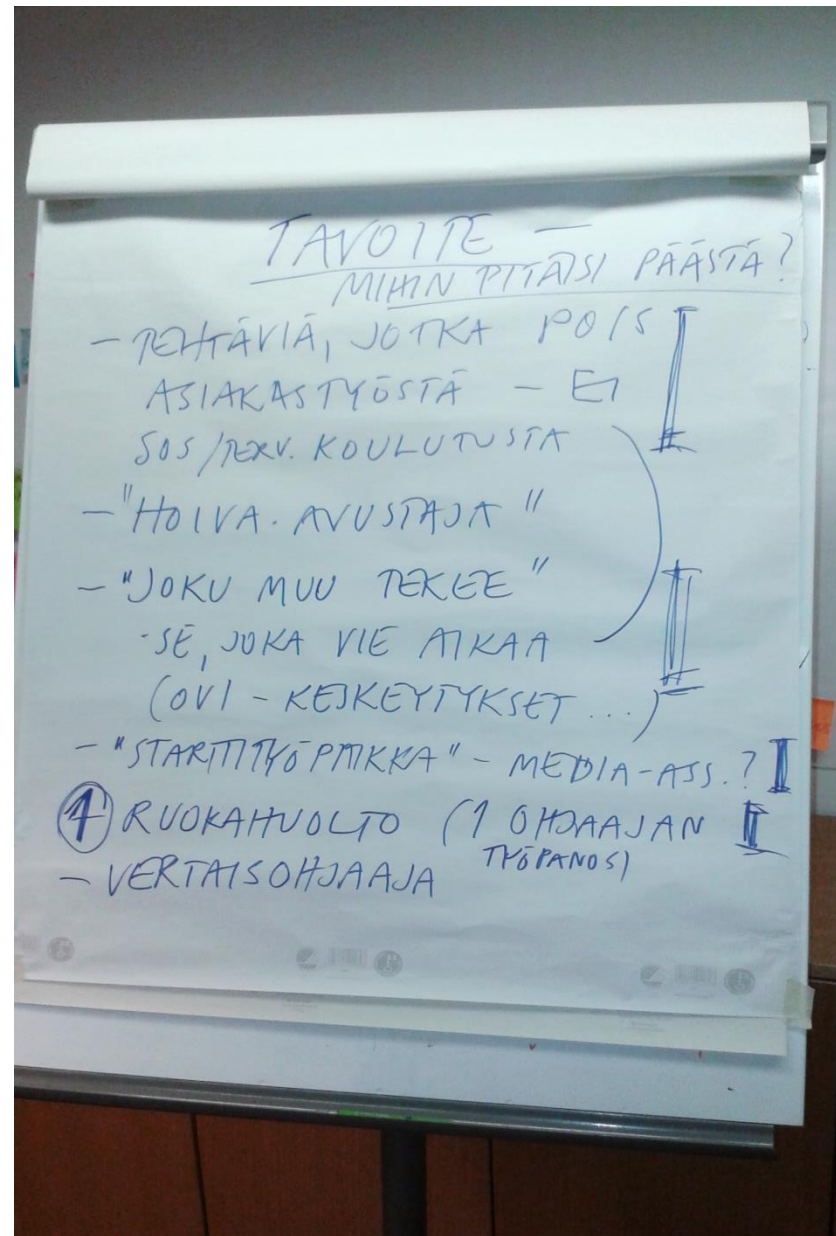
Workshop with the personnel

- Orientation: schedule and process of the workshop
 1. idea and meaning of Ratko-model
 2. analysis of basic work tasks
 3. new task(s) creation
 4. plan how to proceed
- Using flipchart as a common memory



Highlighting the common goal

- Creating a dialogue - the staff has the best knowledge of their work...
 - ...Identify core tasks and support tasks
 - Two jobs already in mind
 - To promote efficiency - eliminate interruptions (e.g. doorbell...)
 - Need to concentrate better on professional work



Getting interested

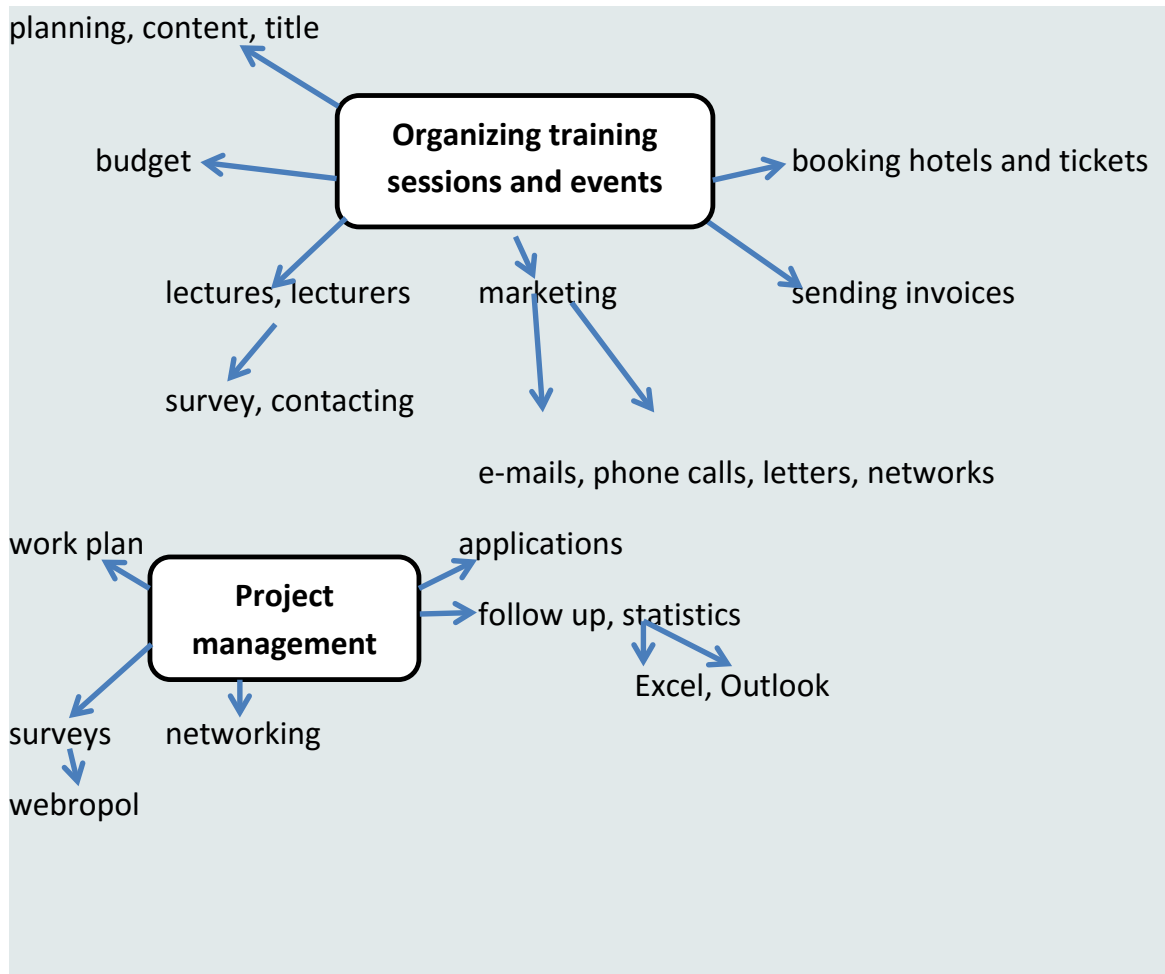
How do you see your job? What does it look like? What would you like to change? → Facilitated discussion about job crafting



Start job carving: analyse your own work

Mind map, listing or sticky notes

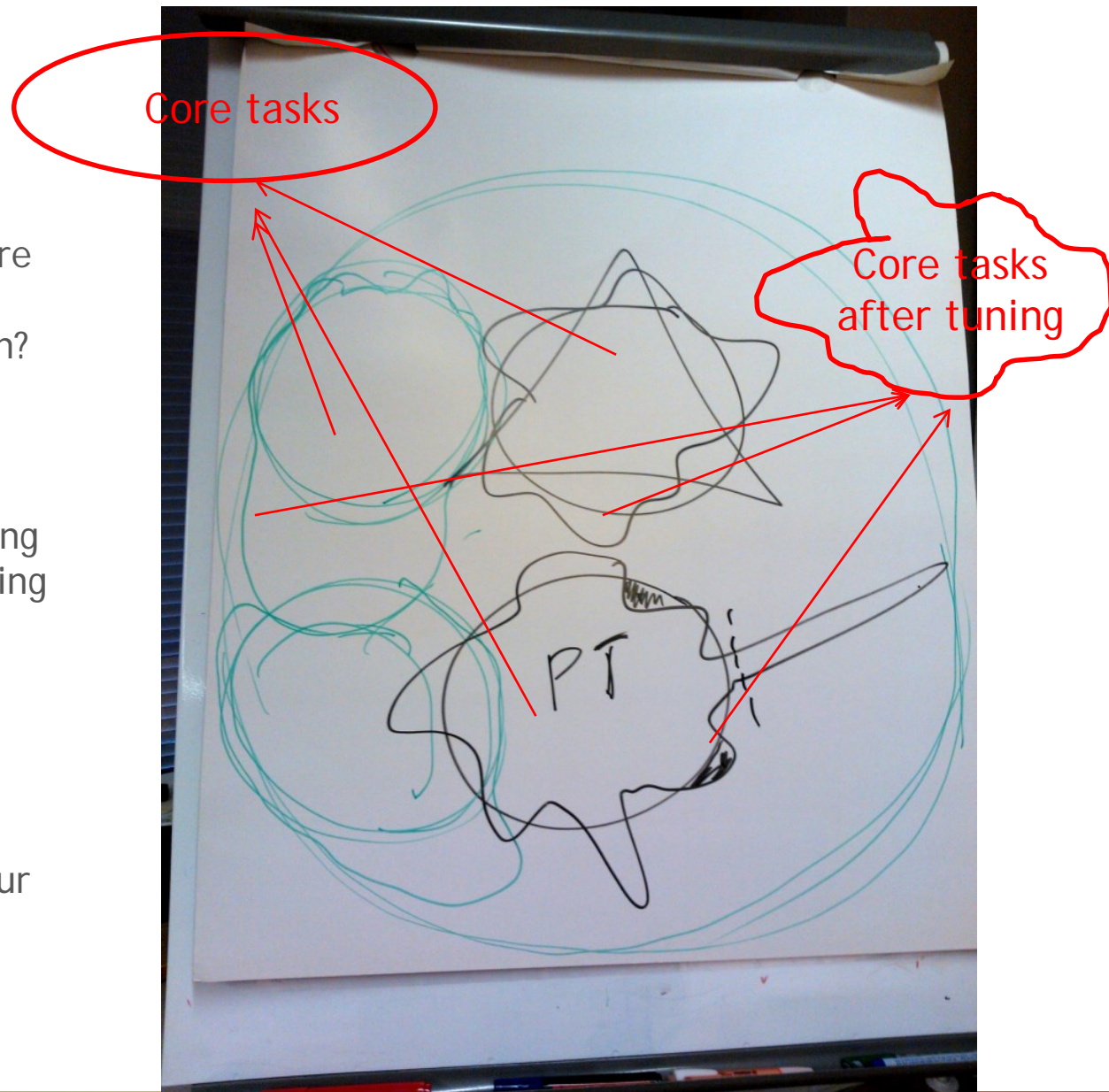
- Can also be done before a workshop or then together in the workshop
- Start analyzing core tasks
- Can be done quickly or carefully and detailed (more useful)



Explaining job “tuning”

Questions to talk about:

- When do you feel you are doing your core tasks? What are you doing then? Give examples of those tasks.
- Percentage of working hours spent concentrating on core tasks/ spent doing something else?
- What would you like to decrease in your work?
- What would you like to increase?
- What is missing a) in your own work b) in your organisation?
- What would you like abolish?



Job carving starts



Continues... job creation:

Related tasks are beginning to group together



Different kinds of tasks for different kinds of workers...

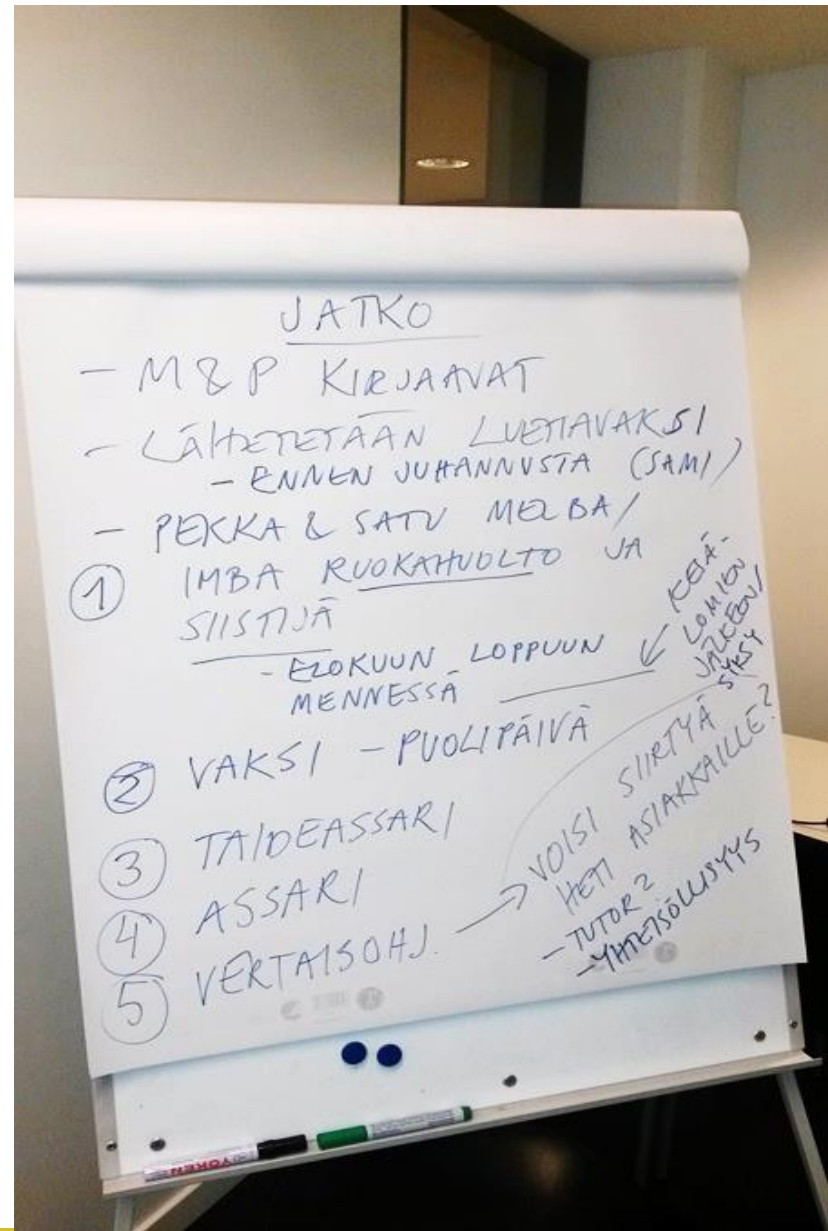
- Assistant
- Assistant in the art work shop
- Cleaner
- Kitchen help
- Secretary
- Doorman



How to proceed?

Common plan

- What are we supposed to do and when? Division of labor and deadlines.
- Final job description by work community (by next month)
- Assessment of job (kitchen helper) requirements with Imba-Melba tool (by two months)
- Employer is still free to decide whether to recruit or not... (next meeting and check out after three months)
- This time decision to recruit in 6 months



Work modification:

IMBA Melba comparison profile tells about compatibility

Perfect compatibility of person's skills and work requirements of interaction skills

4	3	2	1	0	1	2	3	4	Sosiaaliset määritteet
			x						Päämäärätietoisuus
				x					Johtaminen
									Vuorovaikutustaidot
			x						Taito arvioida muita
					x				Arvioinnin vastaanottaminen
			x						Ryhmätyöskentely

4	3	2	1	0	1	2	3	4	Työskentelytapaa kuvaavat määritteet
		x							Pitkäjänteisyys
					x				Taito arvioida itseä
			x						Epäonnistumisen sieto
			x						Järjestelmällisyys
			x						Täsmällisyys
				x					Omatoimisuus
					x				Huolellisuus
			x						Vastuullisuus

Person's skills of perseverance are better than work requires

How to solve a gap between person's skills and task requirements: carefulness in catering work? → Person needs a detailed list of do's and don't's to follow hygiene instructions.

Research results

<http://www.vamlas.fi/wordpress/wp-content/uploads/2013/03/Kaikille-sopiva-tyo.pdf>

- The employer may choose a suitable option (“sizes” S, M, L or XL)
- The model can be used for: employment, return to work and coping with work support
- Improves focusing on main tasks (smarter work division). Decreases work load.
- Job analysis & assessment of the working environment → Promotes job matching
- Meaningful work for newcomers and personnel with partial work ability
- Provides one procedure to implement corporate responsibility.
→ Increases workplace diversity.
- BUT: Concept implementation itself doesn’t remove preconceptions and stereotypes. Needs diversity management in addition! Requires dialogue in work community. Work culture matters → for example, fitting person and culture.
- Things happen between the noses anyway.



Thank you!

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