

# Work Life Skills in Finland

1. Describing Your Skills
  - Describing your skills
  - Skills Passport
2. Video Introduction
  - Video presentation
3. Finnish Work Culture
  - Workplace skills in Finland
  - Job search in Finland
  - Staffing companies in Northern Savo
  - Living and working conditions in Finland



# Describing and articulating your skills and competencies



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# Welcome to the skill expression section!

In this section, you will learn how to describe your skills in Finnish. The section includes industry-specific vocabulary and links to various websites where you can study independently.

The materials are organized by industry, so you can choose the vocabulary relevant to your own field. On the next page, select your industry and start learning.

At the end of the section, there is a **Skills passport** that you can fill in. This material will help you complete the Skills passport.



# Industries

Choose your field and begin studying the industry-specific terms



Cleaning and Property Services



Industry / Manufacturing



Social and Health Care



Commercial sector



Service sector



Tourism and Hospitality

# Cleaning and property services sector



## 1. Cleaning sector

The cleaning sector refers to cleaning work.

Cleaners make sure that places are clean and tidy.

Cleaning work is important because it affects people's health and comfort.

## 2. Property services sector

The property services sector involves the maintenance and upkeep of buildings and properties.

Property maintenance workers ensure that buildings and their surroundings are in good condition.

The work may include tasks such as repairs, snow removal, and taking care of green areas.

### Links to the terminology of the field

Please note that the links open to the Finnish site

- [Introduction to the cleaning sector \(Puhki\)](#)
- [A lot of material related to the field \(Puhki\)](#)
- [Vocabulary of tools used in the field \(Tekoihin.fi\)](#)
- [Cleaning sector terminology \(Puhtausala\)](#)
- [Cleaning sector terminology \(Amos\)](#)
- [Property services sector \(Amos\)](#)

Please note that the link will open on the same page.

You can return by using your browser's **back** button.



Move forward

# Industry / manufacturing

## 1. Metal industry:

In the metal industry, machines and metal products are manufactured.

## 2. Technology industry:

The technology industry produces electronics and electrical products. This is the largest industrial sector in Finland.

## 3. Chemical industry:

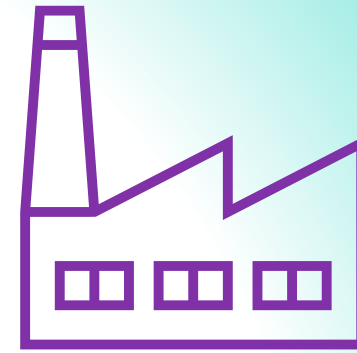
The chemical industry manufactures chemicals and other chemical products.

## 4. Forest industry:

The forest industry produces paper, cardboard, and other wood-based products.

## 5. Food, beverage, and grocery industry:

This sector produces various food, beverage, and other grocery products.



## Links to the terminology of the field

Please note that the links open to the Finnish site

- [Food Industry \(Amos\)](#)
- [Metal Industry Vocabulary Exercises \(Tekoihin.fi\)](#)
- [Metal Industry Terminology \(Kielibuusti\)](#)
- [Machine and Production Technology \(Amos\)](#)
- [Angle Grinder, Belt Grinder, Occupational Safety \(Amos\)](#)

Please note that the link will open on the same page.

You can return by using your browser's **back** button.



Move forward

# Social and health care

## 1. Social work:

Social workers help people who are facing difficulties in life. They support families, children, the elderly, and others in need of assistance.

## 2. Healthcare:

Healthcare professionals, such as doctors and nurses, take care of people's health.

## 3. Early childhood education:

Early childhood educators, caregivers, and assistants take care of children in daycare centers.

## 4. Elderly care:

Elderly care involves helping older people who need assistance in daily life. Care can be provided at home or in nursing homes.

## 5. Instrument care (sterilization services):

Instrument care workers maintain, wash, and disinfect tools used in hospital environments.



## Links to the terminology of the field

Please note that the links open to the Finnish site

- [Visual Guide to Nursing Work \(Amos\)](#)
- [Home Care Vocabulary \(Amos\)](#)
- [Elderly Care Vocabulary \(Amos\)](#)
- [Instrument Care Vocabulary \(Amos\)](#)

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You can return by using your browser's **back** button.



Move forward



# Tourism and hospitality

## 1. Tourism sector:

The tourism sector includes everything related to travel and vacations. It involves, for example, hotels, travel agencies, and tourist attractions.

## 2. Restaurant and catering sector:

The restaurant and catering sector includes places that serve food and drinks, such as restaurants, cafés, and bars.

## 3. Jobs in the restaurant sector:

People working in this sector include chefs, waiters/waitresses, café attendants, and bartenders.

## 4. Jobs in the tourism sector:

People working in this sector include receptionists, event staff, and tour guides.



## Links to the terminology of the field

Please note that the links open to the Finnish site

- [Restaurant Sector Vocabulary and Language Exercises \(Kielibuusti\) \(Kielibuusti\)](#)
- [Restaurant and Catering Sector \(Amos\)](#)
- [Food and Hygiene Topics \(Kielibuusti\) \(Kielibuusti\)](#)
- [Tourism Sector \(Amos\)](#)
- [Kitchen Sector Vocabulary Exercise \(Edu\)](#)

Please note that the link will open on the same page.  
You can return by using your browser's **back** button.



Move forward



# Commercial sector

## 1. Retail trade

Retail means selling things directly to people.

Examples: grocery stores, clothing shops, electronics stores.

## 2. Wholesale trade

Wholesale means selling things to companies.

These companies then sell the things to people.

## 3. Car trade

Car trade means selling new and used cars.

## 4. Specialty stores

These stores sell special things.

Examples: sports equipment, furniture, clothes, toys.



### Links to the terminology of the field

Please note that the links open to the Finnish site

- [Business and Commerce Vocabulary \(Kielibuusti\)](#)
- [Retail Sector Vocabulary \(Amos\)](#)
- [Customer Service Vocabulary \(Amos\)](#)
- [Retail Vocabulary Exercise \(Edu\)](#)

Please note that the link will open on the same page.

You can return by using your browser's **back** button.



Move forward

# Service sector

1. The service sector includes a wide range of jobs, all of which emphasize good customer service skills.
2. **Examples of jobs in the service sector:**
  - Customer service
  - Entertainment and leisure services
  - Logistics services
  - Technical services
  - Administrative and support services
  - Communication services
  - Financial and banking services



## Links to the terminology of the field

Please note that the links open to the Finnish site

- [Business and Commerce \(Kielibuusti\)](#)
- [Hairdressing Vocabulary Exercise \(Edu\)](#)
- [Auto Repair Vocabulary \(Edu\)](#)
- [Transport Sector \(Kielibuusti\)](#)
- [Construction Sector \(Kielibuusti\)](#)
- [Construction Sector \(Amos\)](#)
- [Collective Agreements – PAM](#)

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Move forward

# Sources

- [Kielibuusti](#)
- [Materiaalipankki | AMOS | Savon ammattiopisto](#)
- [Materiaalit | Puhki](#)

**In the next section, you will create your own skills passport.**

Think about the vocabulary of your field, your own skills, and your strengths.  
Create the skills passport in **Finnish**.



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# OSAAMISPASSI



## TYÖN KAUTTA SAATU KOKEMUS

### KUKA MINÄ OLEN?

## KOULUTUKSEN KAUTTA SAATU KOKEMUS

### OTA YHTEYTTÄ

Nimi

Sähköpostiosoite

Puhelinnumero

Linkki portfolioon, LinkedIniin ym

## HARRASTUSTEN JA VAPAA AJAN TOIMINNAN KAUTTA SAATU KOKEMUS

## TYÖELÄMÄTAIDOT

### TYÖNANTAJAN / TYÖKAVERIN PALAUTE MINUSTA

## KORTIT, LUVAT JA PASSIT

Ajokortti

Auto käytössä

Hygieniapassi

Anniskelupassi

Työturvallisuuskortti

Tulityökortti

Jokin muu kortti tai passi, mikä?

## KIELITAITO (ASTEIKKO 1-5)

Millä tasolla seuraavat osaamisesi mielestäsi ovat (asteikolla 1-5, jossa 1=tarvitsen vielä paljon opettelua, 2=tarvitsen hieman opettelua 3= perustasolla, 4= hyvällä tasolla, 5=erittäin hyvällä tasolla)

1 2 3 4 5

Suomi

Englanti

Muu, mikä

## SUOMENKIELENTAITO SYVIMMIN

1 2 3 4 5

Puhuminen

Kuulonymmärtäminen

Kirjoittaminen

Kirjoitetun tekstin ymmärtäminen

## PEHMEÄT TAIDOT

1 2 3 4 5

**Kommunikaatiotaidot:** Osaan ilmaista ajatuksiani ja ideoitani selkeästi ja tehokkaasti sekä kuunnella ja ymmärtää muita.

**Tiimityötaidot:** Osaan tehdä yhteistyötä muiden kanssa, jakaa vastuuta ja tukea tiimin jäseniä yhteisten tavoitteiden saavuttamiseksi.

**Ongelmanratkaisukyky:** Osaan tunnistaa ongelmia, analysoida niitä ja kehittää tehokkaita ratkaisuja.

**Ajanhallinta:** Osaan suunnitella ja organisoida omaa aikaani tehokkaasti, jotta saan tehtävät suoritettua ajallaan.

**Sopeutumiskyky:** Osaan mukautua muuttuviin olosuhteisiin ja käsitellä uusia tilanteita joustavasti.

**Luovuus:** Osaan kehittää uusia ja innovatiivisia ideoita sekä lähestyä ongelmia luovasti.

**Empatia:** Ymmärrän hyvin muita ja osaan asettua toisen ihmisen asemaan sekä osoittaa myötätuntoa.

**Ihmissuhdetaidot:** Osaan luoda ja ylläpitää positiivisia ja rakentavia suhteita muiden kanssa.

# Let's make a personal video presentation



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# Welcome to the video presentation section!

**In this module, you will learn how to create a video introduction.**

- It will help you stand out in the job application process.
- First, we will explore why a video introduction is especially useful in Finland.
- We will go through the key elements of a video introduction, such as planning the structure, presenting clearly, and handling technical details.
- You will learn how to tailor your video for a specific job. You will also get tips on how to naturally showcase your language skills in the video.
- At the end of the section, you will apply everything you've learned by planning and recording your own video introduction.





# Why is a video introduction important in Finland?

- **Stand out:**  
A video introduction helps you stand out from other applicants. It gives the employer a better idea of your personality and motivation.
- **Language skills:**  
If Finnish is not your first language, a video shows that you can communicate in Finnish. This is important for many jobs in Finland.
- **First impression:**  
A well-made video creates a positive first impression and can catch the employer's interest.
- **Personality:**  
In a video, you can show your personality and excitement for the job—something that's harder to do in a written application.



# How to make a good video presentation?

1. **Plan your content:** Think about the most important things you want to share about yourself. Focus on your strengths and why you would be a great fit for the job.
2. **Keep the video short:** A good video introduction is concise—about 1–2 minutes long.
3. **Practice your speech:** Use a list of keywords or bullet points to keep your speech natural. Practice in front of a mirror or record test videos.
4. **Consider your filming environment:** Choose a quiet place to record your video. Film in landscape mode and make sure the lighting is good.
5. **Edit if necessary:** You can use free editing software. However, avoid using strong filters or effects.
6. **Upload the video online:** Upload your video to a platform like YouTube or Vimeo and send the link to the employer.



# Targeting your video introduction

1. **Research the company:** Before making your video, take time to learn about the company you're applying to. Find out about their values, culture, and goals. This will help you understand what they appreciate in their employees.
2. **Tailor your message:** In your video, explain why you want to work specifically for that company. Mention how your own values and goals align with theirs.
3. **Highlight relevant experience:** Choose examples from your work experience and skills that are especially important for the position you're applying for. This shows that you have the exact qualities the employer is looking for.
4. **Be yourself:** Even though you're tailoring your message to the company, remember to let your personality shine through.



# How to talk about your language skills clearly

## 1. Speak clearly and mention your language skills

Make sure to speak clearly and confidently. Let the viewer know what languages you speak and your proficiency level.

## 2. Use Industry-specific vocabulary

If you're applying for a job in a specific field, use relevant professional terminology to show your familiarity with the industry.

## 3. Give examples to demonstrate your language skills

For instance, you could say: "*I speak Finnish fluently, and English is my native language.*" Real-life examples help make your skills more credible.

## 4. Describe contexts where you use the language

Mention situations where you use Finnish (or other languages) in your daily life, studies, or work. This shows how actively you use the language.

## 5. Practice speaking on camera in advance

Rehearse your speech in front of a camera to get comfortable. This helps you appear more natural and confident in the final video.





**Now it's your turn.**

**Watch the video guide on how to make your own video introduction, and then create your own using the tips from the video!**



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# Workplace skills in Finland



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# Workplace skills in Finland

**Starting a job in a new country can be challenging and raise many questions**

We have compiled information and links from various sources in this presentation to answer questions such as:

- What is Finnish work culture like?
- How should I behave at the workplace?
- What are the rules at the workplace?
- What are my rights and responsibilities as an employee?
- How do I adapt to a new work community?





# Workplace skills in Finland

## What kind of workplace skills do we need?

- **Communication skills:** The ability to listen and discuss matters professionally.
- **Teamwork skills:** Working as part of a team, sharing responsibilities, and advancing tasks together.
- **Initiative:** The ability to work independently and self-directed.
- **Adaptability:** The ability to be flexible and adjust to changing situations.
- **Time management:** The ability to work within given schedules and prioritize tasks.
- **Digital skills:** The ability to use and adopt various technological tools and systems.

## Links (in Finnish)

- [Trade Union Jyty, work life skills](#)
- [Professional Work Capability Passport in plain language](#)
- [Academy of Brain, What are work-life skills](#)
- [Samk, Work-life skills underpinning well-being at work and maintaining work capacity](#)

Please note that the link will open on the same page. You can return by pressing the browser's "**back**" button.

# Finnish work culture

## Finnish work culture

- Finnish work culture is equal and open
- Everyone should be treated equally in the workplace
- Finnish work culture values punctuality, reliability, initiative, and diligence.



## Links

- [Finnish Institute of Occupational Health, Working in Finland guide \(in 13 languages\)](#)
- [InfoFinland, Finnish working life](#)
- [Recognition of qualifications](#)
- [Recognition of qualifications, Valvira](#)

Please note that the link will open on the same page. You can return by pressing the browser's **"back"** button.

# Workplace skills in Finland

## Social norms and interaction at the workplace

- **Coffee breaks:** An important part of the Finnish workday, providing an opportunity to network.
- **Collaboration and teamwork:** Teamwork is valued, but independent work is also important.
- **Leisure time:** Work-life balance is important.
- **Flat hierarchy at the workplace:** Managers are easily approachable.
- **Interaction skills:** Communication skills are essential.



## Links (in Finnish)

- [Workplace communication](#)
- [Interpersonal skills](#)
- [Department of Occupational Health](#)

Please note that the link will open on the same page. You can return by pressing the browser's "**back**" button.

# Finnish language proficiency

Proficiency in the Finnish language is important for employment in Finland for several reasons:

**1. Job advertisements and applications:** Many job advertisements and applications are in Finnish, so a lack of language skills can make job searching difficult.

**2. Everyday life at the workplace:** Finnish is often used in daily communication at workplaces. Good language skills facilitate collaboration and communication with colleagues.

**3. Customer service:** Proficiency in Finnish is essential in customer service roles to effectively serve customers.

**4. Adaptation and networking:** Knowing Finnish helps in better adapting to the work community and creating professional networks.

**5. Legal requirements:** In some professions and job roles, proficiency in Finnish is a legal requirement, especially in the public sector.

# Finnish language proficiency

- Proficiency in the Finnish language is required in most workplaces. You can study Finnish independently or through various courses.

Links (in Finnish):

- Check out these different study opportunities:
  - [Finnish language study opportunities - Kuopio](#)
- Guidance and counseling for Immigrants, Kuopio
  - [Guidance and counselling for immigrants - Kuopio](#)

Please note that the link will open on the same page. You can return by pressing the browser's "**back**" button.





# Reflection

- What kind of workplace skills are needed in Finland?
- What is the Importance of Finnish language proficiency for employment?



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# Job search in Finland



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# Job search in Finland

Job search often involves many questions. In the following section, you will find more information on the following questions:

- What is the job search culture like in Finland?
- Where can you look for jobs?
- Where can you get help with job searching?
- What is meant by a hidden job market?
- What does the staffing services sector / temporary work mean



# Job search culture in Finland

- The job search culture in Finland is clear and straightforward.
- Networking and clear job application documents (CV and cover letter) are important.
- Public employment services, such as TyöNavigaattori, offer support for employment.
- Education, Finnish language skills, and self-improvement are valued.
- Equality and equity are central values in the job search process.



**You can find open job positions here**

- [Duunitori](#)
- [Kuntarekry](#)
- [Työmarkkinatori](#)
- [Jobly](#)

Please note that the link will open on the same page. You can return by pressing the browser's "**back**" button.

# Other job search links

- [Open job places / Eures:](#)
  - [Instructions for using the EURES job search portal](#) (video)
- [Open job places / Work in Finland](#)
- [Find a job - Startup Refugees](#)

Please note that the link will open on the same page. You can return by pressing the browser's "**back**" button.



# Help with job searching

- [You can get help with job searching from TyöNavigaattori](#) (Link in Finnish)
- [You can get assistance and networking opportunities through International House](#)
- [You can independently create a job search profile on Työmarkkinatori](#)
- [Better encounters | Studionavigaattori.fi](#)

Please note that the link will open on the same page. You can return by pressing the browser's "**back**" button.



# Hidden jobs

A hidden job refers to a position that is not publicly advertised. These positions are not found on traditional job search websites but are often filled through internal company networks or recommendations.

Applying for hidden jobs can be challenging, but here are a few tips:

- **Network:** Participate in various events and expand your professional network. Utilize your network when searching for a job.
- **Send open applications:** Many companies allow you to submit an open application on their websites.
- **Follow companies on social media:** Companies may announce open positions on their own social media channels.



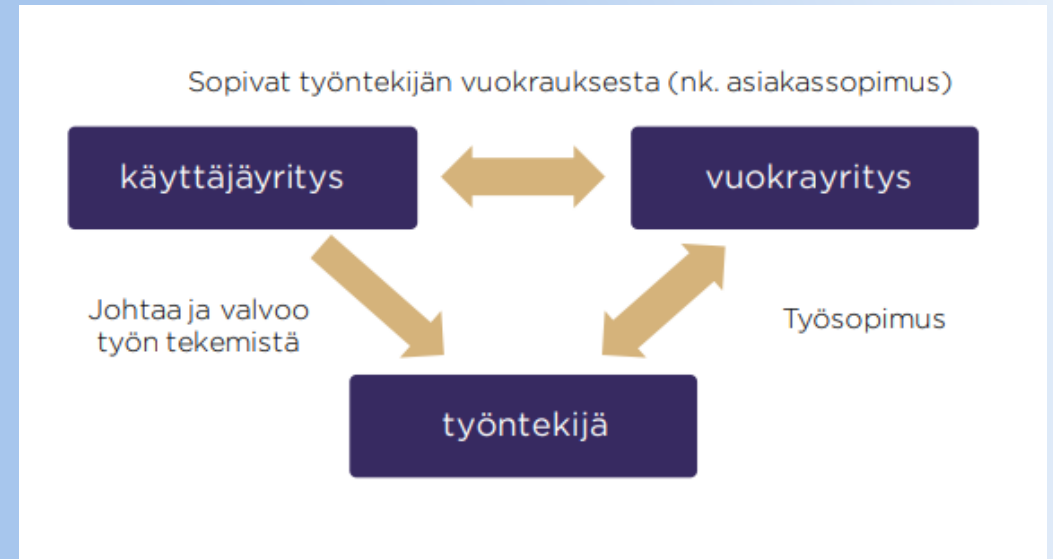
# Temporary work

Temporary work refers to an employment relationship where the employee signs a contract with a staffing agency. This agency rents out its employees to another company, known as the client company.

The employee works at the client company's premises and follows its instructions, but the salary is paid by the staffing agency.

- [Ministry of Economic Affairs and Employment, Rental Work Guide 2017](#) (Link in Finnish)
- [Occupational safety and health, temporary agency work](#)

Please note that the link will open on the same page. You can return by pressing the browser's "**back**" button.



Työ- ja Elinkeinoministeriö, vuokratyöopas 11/2017



# Temporary work

- As a temporary worker, you can work for multiple companies simultaneously.
- Although your employer is the staffing agency, you work under the direction of the client company.
- Your salary is paid by the staffing agency, and the terms of your employment are based on labor laws and the applicable collective agreement.
- The staffing agency must provide at least statutory occupational health care.
- You are entitled to annual leave and pension benefits just like in other employment relationships. Family leave also applies to you.
- The client company is responsible for ensuring the safety and healthiness of your work. You must be provided with sufficient information about the risks associated with your work and the necessary occupational safety measures.





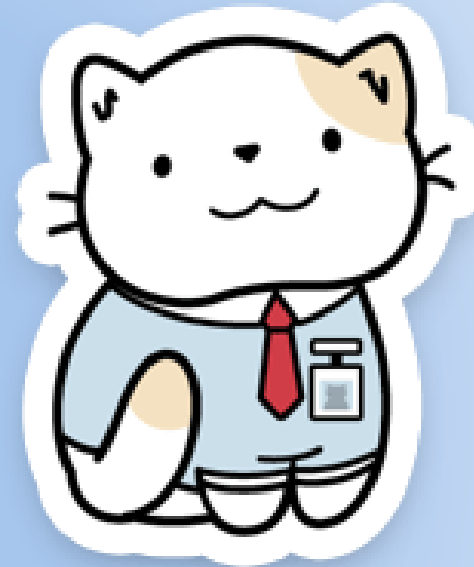
# Staffing services companies

- You can apply for open positions at staffing services companies or submit an open application.
  - Focus on creating a good application and specify the type of work you are looking for.
  - Staffing services companies have many hidden job opportunities.
  - An employee of the staffing services company will interview you and may present you as a candidate to their client company.
- In the next section, you will see a list of staffing services companies in a separate document



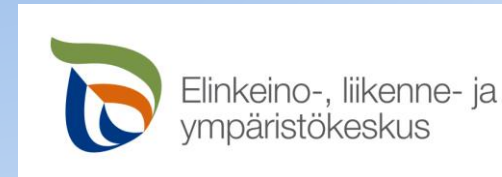
# Reflection

- Do you know where you can find open job positions (job advertisements)?
- Where can you get help with job searching?
- What is meant by a hidden job market and how can you apply for these jobs?



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## Staffing companies in the Northern Savo (Pohjois-Savo) region:

Adecco Finland Oy  
[www.adecco.fi](http://www.adecco.fi)

Ammattiturva Jiiri Oy  
[www.armstrong.fi/kuopio](http://www.armstrong.fi/kuopio)

ATA Henkilöstöpalvelut  
[www.ammattitaitoa.fi/](http://www.ammattitaitoa.fi/)

Barona Henkilöstöpalvelut Oy  
[www.barona.fi](http://www.barona.fi)

Bolt  
[www.bolt.works/](http://www.bolt.works/)

Carrot Henkilöstöpalvelut Oy  
[www.carrot.fi](http://www.carrot.fi)

Eezy  
[www.eezy.fi](http://www.eezy.fi)

Eilakaisla  
[www.eilakaisla.fi](http://www.eilakaisla.fi)

Folka Kuopio  
[www.folka.fi](http://www.folka.fi)

Go On yhtiöt  
[www.go-on.fi](http://www.go-on.fi)

HR Mentor Oy  
[www.hrmentor.fi/](http://www.hrmentor.fi/)

Innohouse henkilöstöpalvelut  
[www.innohouse.fi/](http://www.innohouse.fi/)

Kairest Oy  
[www.kairest.fi](http://www.kairest.fi)

Lisäpalvelu Itä-Suomi Oy  
[www.lisapalvelu.net](http://www.lisapalvelu.net)

Lokki  
[www.lokki.fi](http://www.lokki.fi)

Manpower Oy  
[www.manpower.fi](http://www.manpower.fi)

Nordrec  
[www.nordrec.fi](http://www.nordrec.fi)

Osuma henkilöstöpalvelu  
[www.ohp.fi](http://www.ohp.fi)

Rekry Group Oy  
[www.rekrygroup.fi](http://www.rekrygroup.fi)

RTK Henkilöstöpalvelu Oy  
[www.rtkhenkilostopalvelu.fi](http://www.rtkhenkilostopalvelu.fi)

SOL Henkilöstöpalvelut Oy  
[www.sol.fi/henkilostopalvelut](http://www.sol.fi/henkilostopalvelut)

Staffmill  
[www.staffmill.fi](http://www.staffmill.fi)

Staffpoint Oy  
[www.staffpoint.fi](http://www.staffpoint.fi)

TOTAL-Henkilöstöpalvelut Oy  
[www.totalhenkilostopalvelut.fi](http://www.totalhenkilostopalvelut.fi)

VPS Henkilöstöpalvelu  
[www.vps.fi](http://www.vps.fi)

Worker  
[www.worker.fi](http://www.worker.fi)

Wulff Works  
[www.wulffworks.fi](http://www.wulffworks.fi)

55Plus  
[www.55plus.fi](http://www.55plus.fi)

### Job websites

Työmarkkinatori  
[www.tyomarkkinatori.fi](http://www.tyomarkkinatori.fi)

Duunitori  
[www.duunitori.fi](http://www.duunitori.fi)

Public sector job search service  
[www.kuntarekry.fi](http://www.kuntarekry.fi)

Open jobs at the government  
[www.valtiolle.fi](http://www.valtiolle.fi)

Open jobs in Kuopio at Facebook:  
@tyopaikat.kuopio

Indeed  
[fi.indeed.com](http://fi.indeed.com)

Jobly  
[www.jobly.fi](http://www.jobly.fi)

Laura  
[www.laura.fi](http://www.laura.fi)

### Extra information for English speaking job-seekers

Work In Finland [www.workinfinland.com](http://www.workinfinland.com)

# Living and working conditions in Finland



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# Living and working conditions in Finland

- Finland offers diverse job opportunities and high-quality living conditions.
- In the workplace, collaboration, equality, and good occupational well-being are emphasized. Openness and employee well-being are valued in workplaces.
- Working conditions are among the best internationally. Continuous efforts are made to improve occupational well-being, and preventing work-related burnout is an important part of workplace operations.
- Finland provides a safe environment, high-quality healthcare services, and a good education system.
- Finns value closeness to nature and sustainable development, which is also reflected in everyday life.



# Living and working conditions in Finland

Through this EURES link, you can find information on the following topics: [Living and working conditions: Finland](#)

Please note that you can change the service language from the top of the page.

- Finding a Job Internship
- Apprenticeship
- Training
- Moving to Another Country
- Working Conditions
- Living Conditions



## Links

- [Employment Contracts Act](#)
- [Living and working conditions: Finland](#)
- [Occupational Safety and Health](#)

Please note that the link will open on the same page. You can return by pressing the browser's "**back**" button.



# Occupational well-being and health

- **Occupational Health services:** You have the right to receive free occupational health services provided by your employer.
- **The employer is obligated to fund occupational health services** that prevent and mitigate health risks arising from work and working conditions. The goal is to protect and promote the safety, work ability, and health of employees.



Read more about the subject (link in Finnish):

[Finlex, occupational health care act.](#)

Please note that the link will open on the same page. You can return by pressing the browser's "**back**" button.

# Occupational well-being

- Occupational well-being means that work is meaningful, safe and healthy.
  - Good management, a pleasant work atmosphere and skilled personnel improve occupational well-being.
  - When employees enjoy their work, they are motivated, competent, active and creative.
  - A positive work vibe spreads throughout the workplace, enhancing the work atmosphere and making the work more meaningful. This leads to better customer satisfaction and more efficient operations.
- Finnish Institute of Occupational Health, Occupational Well-being and Work Ability (link in Finnish):  
[Well-being and ability to work | Työterveyslaitos](#)
  - The mental health toolkit:  
[The Mental Health Toolkit for workplaces and occupational healthcare providers](#)
- Please note that the link will open on the same page. You can return by pressing the browser's "**back**" button.

# How to take care of your own well-being

- **Take regular breaks:** Remember to take short breaks during the workday. This helps reduce stress and improve concentration.
- **Exercise and stretch:** Take care of your physical well-being by exercising and stretching regularly. This can help prevent musculoskeletal issues.
- **Eat healthily:** Pay attention to your diet and strive to eat a balanced variety of foods. Healthy nutrition supports endurance and overall well-being.
- **Maintain work-life balance:** Try to keep a clear boundary between work and leisure time. This helps with recovery and reduces the risk of burnout.



# Characteristics of a good work community

- **Trust:** In a work community, people trust each other and adhere to agreed-upon matters.
- **Encouragement:** Colleagues support and encourage each other, fostering a positive atmosphere.
- **Common good:** The work community thinks about the common good and strives for cooperation.
- **Making mistakes:** Mistakes are seen as learning opportunities and a chance for growth.
- **Open communication:** Problems are discussed openly and respectfully.
- **Joy together:** Work should also include laughter and joy.



# Reflection

- Do you have the right to occupational health services at every workplace?
- How can you take care of your own well-being?



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