

Job description for the group to work towards common goals.

The working group has some more or less mandatory meeting opportunities during the week and the month where the group works together. This time is estimated to take up to 10% of a work week, or about 3.4 hours a week.

Weekly meetings = 5.8% 2 hours / week

Weekly meetings take place every Friday and are scheduled 10:00-12:00 with breaks included. The weekly meetings take place according to a predetermined template where the group can share wishes and issues to prevent and resolve conflicts. Everyone reports how they are doing, but here they consider the whole of next week and not just the next 24 hours, to give a broader picture of the situation. The group goes through what happened last week and what will happen next week. Here, the group can also report discussion points that the whole group may need to discuss a little deeper. Matters that are deemed to need a deeper review are given assignments to one or more in the working group and are reported on a daily meeting or during the next weekly meeting.

Area workshop = 4.4% 1.5 hours / week

Area workshops could be held every Friday afternoon, between 13:00-15:00. The workshop is open to area managers to book themselves and aims to be a possibility to work in depth with specific topics or just for joint development. The time is estimated considering the group meetings. Additionally, once a month the whole office must attend the team-building activities.