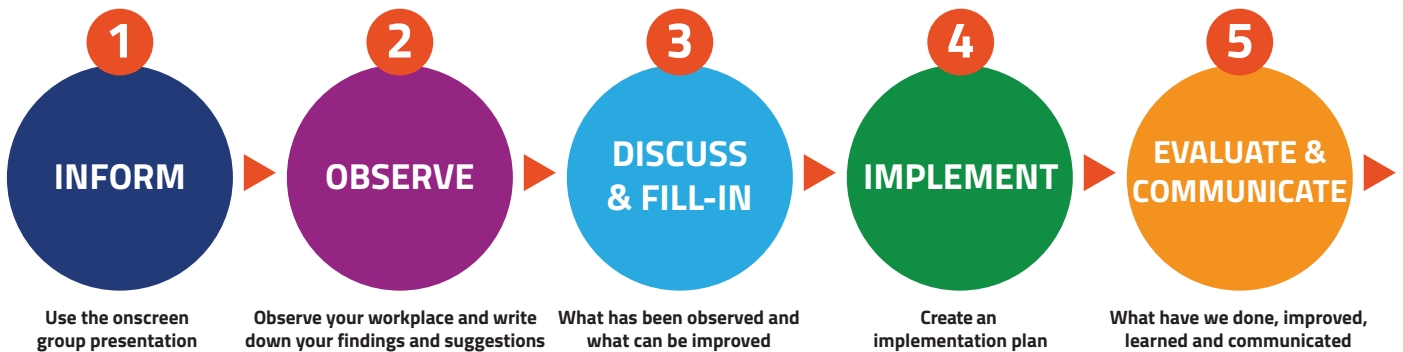


5 steps guide for a successful OPEN AND HONEST CONVERSATION!



For an OPEN AND HONEST CONVERSATION the following steps are **important!**

- 1 Inform** your team with the use of the onscreen group presentation to indicate the goal, the steps and the expectations.
- 2 Observe** your workplace and write down your findings in the '**ON-THE-SPOT checklist**'.
- 3 Discuss** the results and write them down in **Report form**.
- 4** Create an **implementation plan** with findings, actions, responsibilities and time planning.
- 5 Evaluate** what have we **done**, what has been **improved**, what have we **learned** and **communicated**.

For all these steps, support documents such as poster, handout, checklist and a report form, have been developed and uploaded to hselifenl.com site under the tab 'ACTION FOCUS CAMPAIGNS: YOU, WE & I CARE'.

We wish everyone good luck
in improving their working environment by
having an **OPEN AND HONEST CONVERSATION!**