

APPENDICES OF TRAINER'S MANUAL

**Finnish Institute of
Occupational Health**



**Towards Successful
Seniority®**

TRAINER'S MANUAL

JUKKA VUORI, HEIDI RISTOLAINEN, TOMMY LARVI, TIINA SALOKANGAS,
KIRSI AHOLA, PETRI KOIVISTO, PÄIVI JALONEN, TEIJA HONKONEN,
SALLA TOPPINEN-TANNER, KATARIINA SALMELA-ARO

Appendix

1

Invitation to the information interview

Welcome to the information interview!

Thank you for consenting to be a visitor in the Towards Successful Seniority® programme. The information interview is a part of the programme in which we deal with questions related to career management, lifelong learning and the ability to cope. We feel that when a person with a long career shares their thoughts or brings forth new positive viewpoints on self-development, continuing at work and managing changes, this enables course participants to further develop their own career plans.

Coming to the information interview does not require any special arrangements on your part. We will try to make sure that the most central development goals are addressed through the participants' interview questions within the time reserved for the interview (approximately 45 minutes). The questions may pertain to, for instance, the turning points of your career, working time arrangements or balancing work and leisure time. It would also be beneficial to hear of situations in which you have taken an active role in moving matters forward. Each person's career is personal and different and we are particularly interested in your experiences and choices.

Time and place of the visit or link to online meeting:

Place/link _____

Date _____ Time _____

Appendix 2

Participants' contact details

Name	Office/department	E-mail	Telephone

May be copied!

Appendix 3

Relaxation exercise

Find a comfortable position in your chair. You can take your shoes off. During this exercise you don't have to do anything, just let things happen of their own accord. Now let your feet and hands relax.

Picture yourself in a place you find nice and calm. It might be your own bed, a forest where you gather mushrooms, or the jetty of your summer cottage. It has to be a place where you can be calm, be yourself and concentrate on your own feelings. It is easy for you to go there and to be there. Breathe calmly and feel nice and safe.

Calmly breathe in and out. Concentrate on your breathing. You can feel your shoulders relax. They begin to feel heavier. They drop down every time you breathe out. Sounds around you fade, move further away and no longer feel interesting.

You feel how a warm and relaxed feeling descends on the crown of your head and from there moves onwards to your forehead. Your thoughts calm down. A warm and relaxed feeling descends further to your temples, eyes, down your cheeks and down to your chin. Your face relaxes and warmth spreads to your ears, from there onwards to your neck and neck muscles.

You breathe calmly in and out. A warm, relaxing feeling descends through your shoulders to your upper back, shoulder blades and your chest. Your whole upper body is calm and relaxed. All the strain that might have been there trickles down to your arm muscles, elbows, wrists and out through your fingertips. A relaxed, calm feeling descends further to your diaphragm, stomach, lower back and pelvis.

You now feel the warmth spreading to your thighs and knees; it trickles further down to your legs and calves. Your feet rest heavily on the floor. Your ankles, heels, feet and toes also relax.

Your whole body feels warm and relaxed. Your surroundings feel safe and peaceful. In your familiar place you summon up your resources and strengths. Breathe evenly and feel how you trust in your own resources. Rest for another moment.

When you feel refreshed, open your eyes.

Appendix

4

Form for feedback or performance appraisals with your supervisor

Attached is a list of topics you can bring up with your supervisor. An empty space has been provided at the end for any other important questions that may have come up during the programme.

- What goals do you have regarding your work and career?
- Are these goals realized in your present job?
- What opportunities do you have to use your expertise in your present job? How would you like to develop your professional skills?
- What needs do you have to develop your work ability and promote your well-being at work?
- What changes would you like to see in your work?

Appendix **5**

Group participant feedback form

Please tell us about your thoughts regarding the Towards Successful Seniority® group method and working during the programme.

1. What was the most important tool for your own career management and well-being that you received during the programme?

2. How do you plan to make use of the things you learned during the programme in your work?

3. How did working in a group feel? Was it easy to share your thoughts?

4. Was there too much or too little discussion on certain issues during the programme?

5. What other thoughts do you have?
(You can comment on, e.g., the teaching, trainers, material or presentation.)

May be copied!