Psychosocial Risk Management eTraining

USER TRAINING GUIDE

Welcome to the Psychosocial Risk Management - eTraining. PRIMAeT aims at promoting awareness and good practice in different stakeholder groups and organisations in the area of psychosocial risk management. This simple guide provides step by step instructions of how to use and navigate through the course material and key features of this training programme. Scroll through the page or click on a step to find out more.

A) How to log in to the PRIMAeT training platform

a) Go to **http://prima-ef.org/primaet.html**

b) Before you can 'login', you will need to create a new account. Read the instructions **[1]** and click on **[2]** 'create new account.' (See step B)

c) Once you have your username and password, and are returning to the website, just enter the details in **[3]** and click 'Login'. (skip step B)

B) Creating a new account
(only required when using PRIMAeT for the first time)

a) Choose your username and password **[1]**. The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s).

b) Enter your personal details and company information **[2,3]** and click on 'create my new account'**[4]**.

c) Once you submit the details, you will recieve the following message: "An email should have been sent to your address at **[email address provided].** It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator." Then follow on to step C.

C) Confirming your new account
(only required when using PRIMAeT for the first time)

a) A confirmation email is sent to your account (as in the sample below):
"Hi [Name],
A new account has been requested at 'Psychosocial Risk Management - eTraining' using your email address. To confirm your new account, please go to this web address: http://moodle.ispesl.it/primaet/login/confirm.php?data=xxxxxxxxxx/user. In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.
If you need help, please contact the site administrator, Amministratore Utente, alfredo.paradisi@ispesl.it"

b) To confirm your new account, please click on web address in the email (*or copy and paste the address into the address line of your web browser window*). If you do not see a confirmation email in your inbox- check your junk folder.

c) Once you click this link you will be directed to the confirmed registration page. Click 'continue' to access the course **[1]**.

D) List of available courses
(only required when using PRIMAeT for the first time)

a) Once you have logged into the PRIMAeT platform you will see a list of currently available courses.

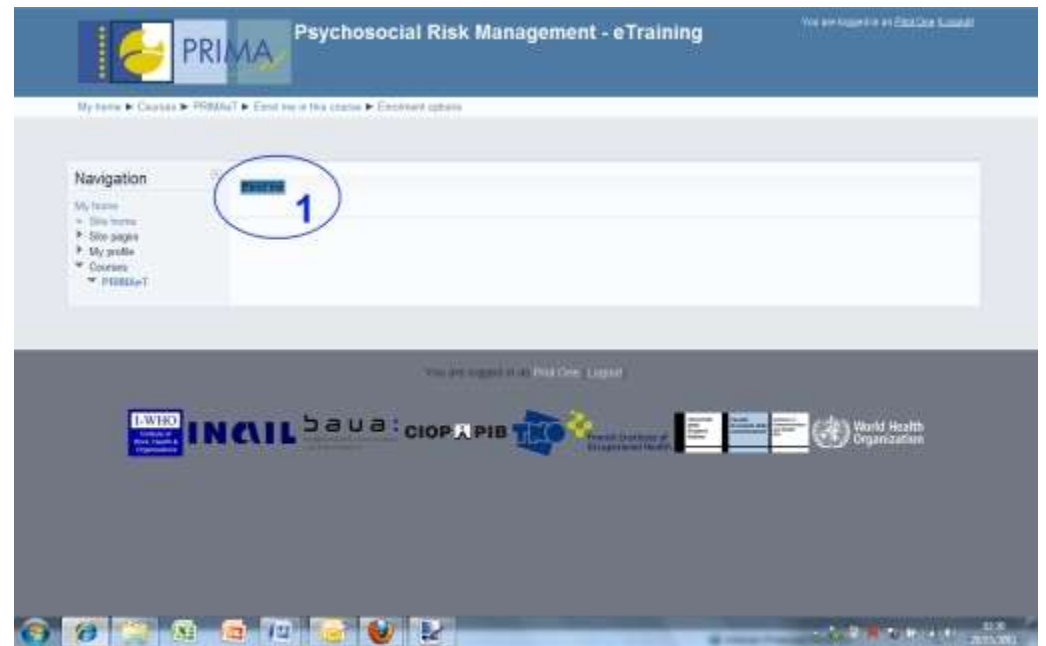b) Click on the course you wish to enrol in **[1]**.

E) Enrolling on a course
(only required when using PRIMAeT for the first time or when enrolling on a new course)

a) Once you have selected the course to enrol in, you will be directed to the course enrollment page.

b) Click on 'enrol me' **[1]**.

c) If you are prompted for an enrollment key, contact the PRIMAeT coordinator

F) PRIMAeT course - homepage

a) When you login to the PRIMAeT platform you will see the list of courses you are enrolled on. Click on the course you want to access, this will take you to the course homepage.

b) On the homepage you will find a number of links to the course material and features, as well as the Navigation Guide **[*].**

c) Following the welcome message **[1]**, there are links the course aims and objectives, course structure and discussion forum **[2]**.

d) Below these links you will find the list of modules **[3]**. Click on each module to find out more.

e) The navigation through the course is possible through both the side panel **[4a]** and the top 'breadcrumbs' panel **[4b]**. Click on PRIMAeT on either navigation panel to reach this homepage.

f) The homepage also contains a number of features, such as the comments block **[5]** where you can add you comments, notes or short messages. It also provides links to the 'messages' block **[6]**, the calendar **[7]**, upcoming events list **[8]** and online users.

G) Course modules

a) All learning content and training materials for the course are provided in 8 modules. To get an overview of the course content, click on course structure on the PRIMAeT course homepage (*See Step F above*).

b) Each module is listed on the course homepage. Click on the title of each module **[1, 2]** to display and hide the contents **[4]**.

c) Each module is broken down into the 'Lesson', 'resources and references' (*these are presented in a **course/module page** format*).

d) If you prefer not to see all the modules on the course homepage, you can select the only topic you want to see by clicking in the icon **[3]**. This will hide the other modules and they will appear on a drop down menu at the bottom of the page. If you want to see all the modules again in a list again, just click on the icon **[3]** again.

H) Accessing lessons

a) Each module lesson has been created on an interactive learning platform (SCORM), which requires the user to engage with the material. Each lesson provides the reader with information relevant to the topic and includes, videos, podcasts, interactive tables as well as a short quiz.

b) To open a lesson, click on ModuleXX: Lesson on the PRIMAeT course homepage. You will then be directed to this page. To open the module click on 'Enter' **[1]**. The lesson will open in a new window *(check the pop-up blocker settings if it does not open. Also accept ActiveX if and when asked to do so.)*

c) Once you have read through the lesson, simply close the window to exit. On the platform, you can either go directly to the course homepage by clicking on 'PRIMAeT' in the top navigation menu **[2]**, or you can open 'resources and references' for more information **[3]**.

I) Lesson layout and navigation

a) Each lesson opens in a new window and has its own navigation panel **[1]**. Click on the right arrow to go to the next page and the left arrow to go back. You can also go to the next page by clicking on 'continue' at the bottom of the page. The panel indicates the number of pages in the lesson and the current page.

b) To navigate directly to a particular page in the lesson, you can click on the content icon **[2a]**, which opens the table of contents **[2b]**. Select the page, you would like to, and click on 'goto page'.

c) You can also customise the lesson to enhance readability by changing the colour scheme, screen size, text font and text size.

J) Course/module pages

a) Some training content and information has been provided in a 'page format'. This includes pages on course aims and objectives, course structure, resources and references for each module and the country specific information in Module 10.

b) To access the information in these pages, simply click on the title of the page, and browse through the content as you would on any webpage **[2]**. To navigate back to the course homepage, use the top navigation panel **[1]** and to access contents for other modules, use the left navigation panel.

My home ► My courses ► PRIMAeT ► Module 10: Country examples ► FINLAND

1

Example of a - page

Navigation

My home
• Site home
► Site pages
► My profile
▼ My courses
　▼ PRIMAeT
　　► Participants
　　► Welcome
　　► Module 1: Psychosocial risks in the workplace
　　► Module 2: Policy and psychosocial risks
　　► Module 3: Psychosocial risk management
　　► Module 4: Work-related stress
　　► Module 5: Workplace harassment
　　► Module 6: Advice for

FINLAND

2

Prevalence of psychosocial risks and work-related stress

In the Work and Health in Finland Survey in 2009 by the Finnish Institute of Occupational Health several features of the psychosocial work environment were assessed. The respondents represent the Finnish workforce.

The survey found that:

- One out of three experienced his or her work mentally quite or very strenuous
- Almost half of the respondents (47%) experienced time pressure quite often or very often
- The aims of work were clear for almost all (97%) at least quite often
- In all, 26% felt that they have much control over their work
- Almost four out of five (79%) got a lot of support and help from workmates and 62 % from their supervisor
- 70% of the respondents reported that a work climate survey and 53% that a development project had been carried out in their workplace during the past

K) Discussion forum

a) The discussion forum is a common space for you to share your thoughts/experiences with all other users. A forum where you can ask questions from the user community and also provides answers to others.

b) To post a new thread in a forum, click the link on the course homepage, then click the "Add a new discussion topic" button at the top of the list of threads **[1]**. Give the thread a title in the "Subject" heading, and type your post in the "Message" section.

After you've posted, you will have 30 minutes to edit your post.

c) To reply to a thread, click on the name of the thread in the forum, and click the "Reply" link at the bottom right of the post you want to reply to. The fields are the same as they are for making a new thread.

d) You can also search through different threads within the forum by, clicking on 'search forums' **[2].**

L) Messages

a) You can send private messages to any user(s) on the course. To see all users on the course, select PRIMAeT from the my contacts menu **[1]**.

b) Just click on the name of who you would like to contact, compose your message and send.

c) You can also search for people and messages **[2]**.

d) To navigate back to the PRIMAeT course homepage, click on my courses **[3]** and PRIMAeT.

M) Your personal homepage

a) 'My home' **[1]** is your personal homepage, which you can customise **[4]**.

b) Through this homepage, you can add any personal files **[2]** to the platform to assit your learning, for examples notes etc. These files are not visible by other unless you choose to make them public.

N) Customising you personal homepage

a) To customise your homepage, click on 'customise this page'.

b) Editing icons will appear under each menu [2], and an 'Add a block' drop down menu will appear.

c) Use the add a block menu to add various features to your homepage to enhance your learning experience. More information what each of these features offer, see: Moodle Blocks *(note that not all blocks in this guide are available on the PRIMAeT training platform).*