



Switch on
supporting people aged 55+



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SWITCH ON - POWER BOX

USER GUIDE





POWER BOX helps in self-development of employees 55+ and supports their positive communication and inclusion in the work environment, while minimizing the risk of professional burnout syndrome, building motivation and internal commitment of the multigenerational team.

The POWER BOX consists of 60 coaching cards. Its purpose is to sustain the effects developed during the workshop as part of the independent work of team members. The cards come in the form of short tasks and golden thoughts to help employees grow and integrate into their team. Materials included in the POWER BOX are made available electronically. This way, everyone is able to download them, print them out and use them with their team.

Though this user guide we explain what the content of the coaching cards is and how you can make use of them in practice.

The coaching cards are divided into 4 subject areas under the topics of integration, affirmation, development and emotions.

Integration

A UN report states that “The impact of population ageing on the socio-economic development of society engenders the need for continuing integration and empowerment of older persons, including the removal of barriers and obstacles which serve to exclude or discriminate against them.”¹ Furthermore the World Economic Forum suggests that “business must integrate a life-course approach in developing policies to improve employees’ wellbeing and happiness.”² There are different methodologies related to integration - some are related to redeployment of older workers, other for inclusion purposes and others are related to embracing the multigenerational workforce through collaboration. With the support of these various methodologies, the partnership developed 20 coaching cards that support the enhancement of team inclusion and collaboration through activities ranging from music, traditions, storytelling, acts of kindness, mimicking and discussions. The coaching cards are split by topic and short instructions are provided per topic. Simply give one card to an employee and ask them to complete the task. Alternatively, if you choose to group some of the tasks, you can assign discussion groups per topic.

Emotions

Emotional wellbeing is vital for seniors at work. Depression, loneliness, professional burnout are some examples of significant problems among senior employees. Countless studies have proven that emotional wellbeing is related to physical wellbeing and has an impact on both personal and professional aspects of a senior’s life. Harvard Business Review article mentions that “*emotional culture (the shared affective values, norms, artifacts, and assumptions that govern which emotions people have and express at*

¹ https://www.un.org/esa/socdev/documents/ageing/Integration_participation.pdf

² <https://www.weforum.org/agenda/2021/05/how-can-we-engage-older-workers-in-reskilling-efforts-jobs-reset-summit-ageing-workforce-longevity-upskilling/>



work) influences employee satisfaction, burnout, teamwork, and even hard measures such as financial performance and absenteeism.”³

Through these coaching cards, the partnership provides a background explanation on key topics such as what emotions are, how to counter negative thoughts, fear recognition, what is loneliness and anxiety and provides examples of some mindfulness skills. This information serves as a background material for the coaching cards that were developed. The coaching cards serve as discussion points and/or tasks that the employee or team have a session on. The cards are printed and cut out and each participant picks a random card. Once they complete the task written on it, a discussion can follow and information sharing can start. Alternatively, if you choose to group some of the tasks, you can assign discussion groups per topic.

Development

Positive emotional development is very important as influences self-confidence, empathy, the ability to develop meaningful and lasting partnerships, and a sense of importance and value to those around them. Some older persons might feel that they are useless, helpless and at the mercy of their physical problems, changes in living arrangement or negative events. This sense of hopelessness and helplessness might be prolonged and lead to the development of depressive illness or even suicidal attempt⁴.

The coaching cards stimulate activities such as showing affection for others, expressing awareness of their own knowledge and feelings and those of others, displaying self-control and management, paying attention to and being observant of others, forming healthy partnerships and friendships and expressing feelings through words. Some coaching cards on this topic serve as tasks for the employee to do during a workshop. This makes them expose themselves to start conversations with colleagues on topics that are non-work related. This fosters collaboration, inclusion and integration. It creates positive emotions. Other coaching cards stimulate them employees to reflect and share on their life experiences, find solutions to problems they have been facing through discussions with their colleagues. Simply provide each employee with at least one card and ask them to complete the listed task. Alternatively, if you choose to group some of the tasks, you can assign discussion groups per topic.

Affirmations

The practice of positive thinking and self-empowerment is crucial in order for employees to minimize the risk of professional burnout syndrome. Affirmations can have a positive impact in the workplace. Affirmations can improve performance and overall satisfaction of employees. By repeating positive affirmations, individuals can shift their mindset and enhance their self-confidence, improving productivity and relationships with colleagues⁵. Affirmations are also great for stress relief, increasing

³ <https://hbr.org/2016/01/manage-your-emotional-culture>

⁴ <http://www.myhealth.gov.my/en/types-emotional-changes-among-older-person/>

⁵ <https://www.bettersleep.com/blog/affirmations-for-the-workplace/>





moods and feeling more gratitude at work. As a team, you can focus on affirmations that are personal, affirmations that are related to specific tasks and/or projects, relationships with colleagues, etc. Through these coaching cards the partnership provides different exposing methods of practicing tasks related to affirmations. Simply provide each employee with at least one card and ask them to complete the listed task. Alternatively, if you choose to group some of the tasks, you can assign discussion groups per topic.

