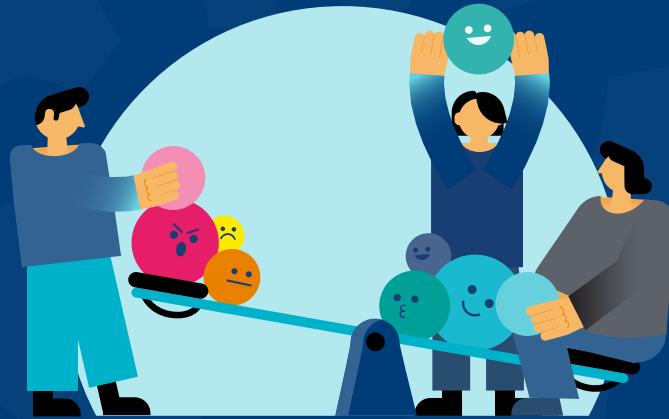


Finnish Institute of  
Occupational Health



# Work Resources and Workload Factors

## Workshop facilitation instructions



Funded by the European Union –  
NextGenerationEU

# Work Resources and Workload Factors

## Workshop facilitation instructions

These instructions are intended for the workshop leader. They contain instructions for a workshop and a simple way of using a digital game (Topaasia). Topaasia has also many other features that you can explore on the Topaasia website, if you so wish.

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# Before the workshop

## Get acquainted with the tool

If you have not yet created your user IDs for the tool, you can order them at <https://play.topaasia.com/redeem-code>.

Use coupon code TTLPELI.

Email may take a few moments to arrive.

Reserve approximately 30 minutes to get acquainted with the tool in practice. Log in to the tool with your own user IDs at [play.topaasia.com](https://play.topaasia.com). You can create a training game and practice using different functionalities in advance.

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## Sample invitation message to workshop participants

Hello team members!

We are organising a joint workshop to discuss the resources and workload factors of our workplace. The objective is to identify the things that help us cope at work as well as those that burden us.

You have the best knowledge of our everyday work, so everyone's participation is important. The aim is to discuss things together and agree on what kind of development measures we intend to take.

We will implement the workshop using the "Work Resources and Workload Factors" tool developed by the Finnish Institute of Occupational Health. It has been implemented as a digital game that allows us to discuss important topics related to well-being at work. Everyone needs a smartphone, tablet or their own computer to participate. However, the main focus is on discussion.

If you wish, you can get acquainted with the Finnish Institute of Occupational Health's tool and the themes discussed in it ([link](#)) in advance.

Best regards

Team supervisor

# Workshop and course of the game

The presented timetable is indicative. You can spend as much time on each phase as you find necessary.



## **Start a new game**

5 min. (before the workshop)

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## **Starting the workshop**

5 min.



## **Ask participants to join the digital game**

5 min.



## **Go through the point of view rounds 1 & 2**

30 + 30 min.



## **Select the theme for which you will prepare an action plan**

5 min.



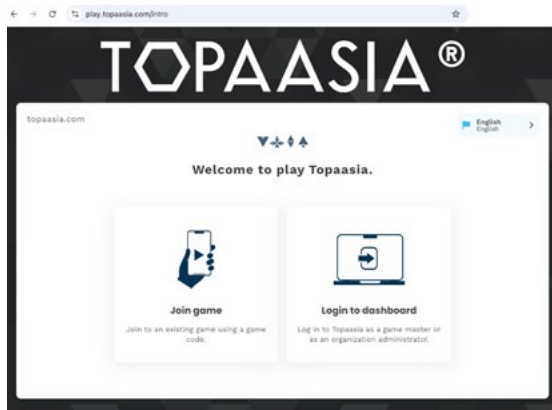
## **Prepare an action plan for the selected theme**

45 min.

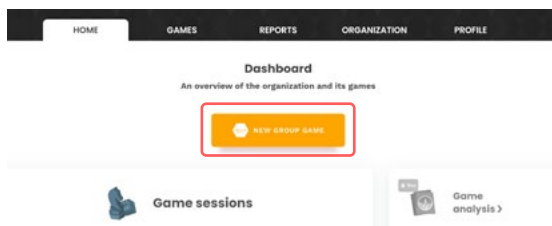


5 min

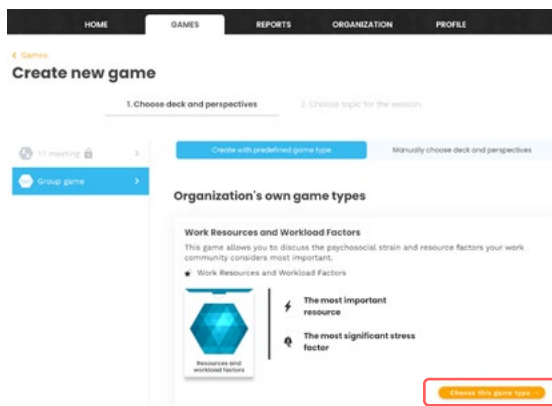
# Start a new game before the start of the workshop



1. Log in on the admin panel at [play.topaasia.com](https://play.topaasia.com).

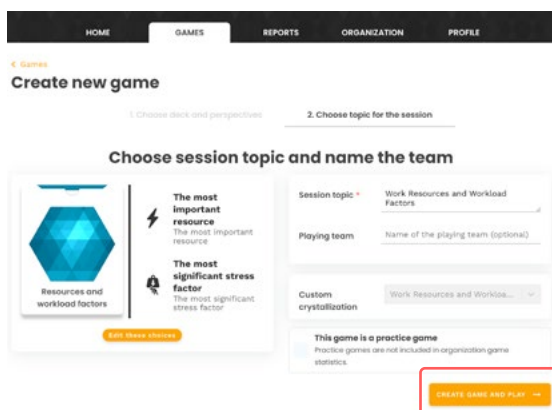


2. Select a new group game.



3. You can choose **”Create with predefined game type”** and the game type **”Work Resources and Workload Factors”**.

Click **”Choose this game type”**.



4. Click **”Create game and play”**.



## Starting the workshop

### ” Start by preparing the ground for the workshop, for example, like this

The purpose of this workshop is to discuss

1. what resources we have that increase well-being at work
2. and which factors cause strain at work
3. and agree jointly on which of these we will set out to develop and how

We will implement the workshop using a digital tool. Let's watch a short introductory video of the tool at this point

[Link to video: https://videot.ttl.fi/fi/ttl/embed/vod/395012511](https://videot.ttl.fi/fi/ttl/embed/vod/395012511)

### Decide on anonymity.

Agree whether you want to play anonymously (using a pseudonym) or under your own name.

- You can play anonymously if you want to ensure that people will also bring up difficult issues. Keep this in mind when players choose their names, and you discuss the cards.



5 min

# Ask participants to join the digital game

Remember to share the login page of the game on the screen

## ” Instruct participants

People can log in to the tool used in the workshop with a smart phone, tablet or computer

- with a QR code
- or at [play.topaasia.fi](https://play.topaasia.fi) when you give them a login code to the game.

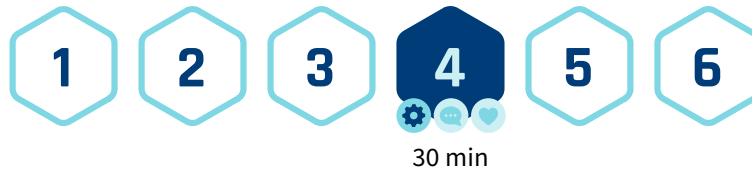
Click the **”Join game”** button.

After the game has started, people can still join it with the same login code at [play.topaasia.com](https://play.topaasia.com). The address and login code are displayed at the bottom of the workshop leader’s screen throughout the game.

## Starting a game

Wait for everyone to join the game.

When all participants are in the game, click **”Continue to game”**. The game begins – you are immediately taken to the first points of view round.

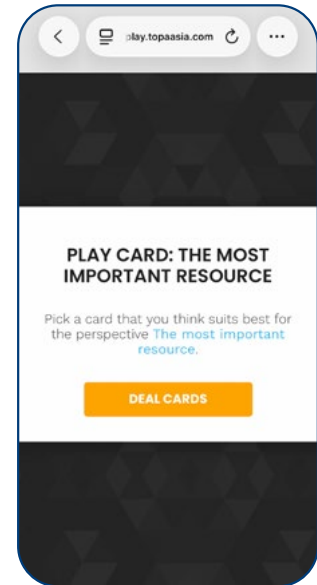


# Points of view round 1: The most important resource

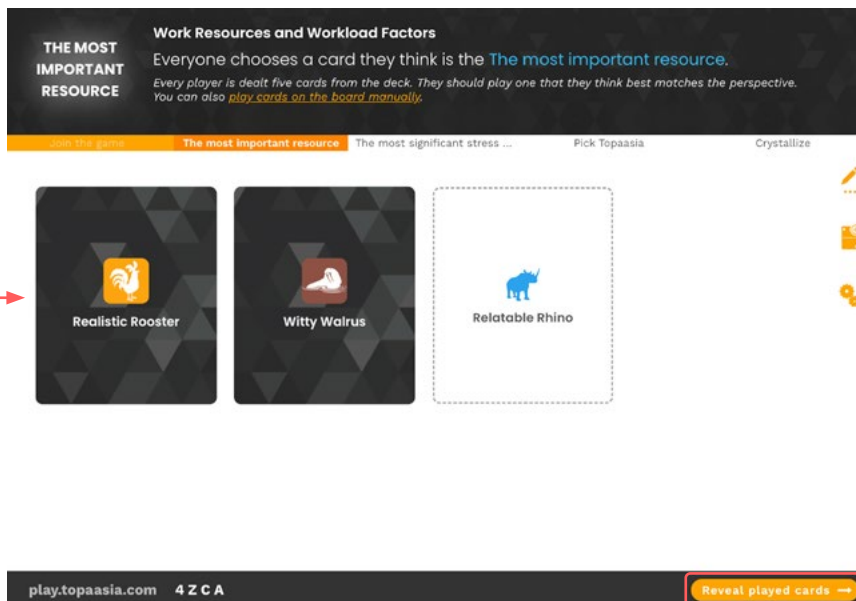
## A. Dealing cards and playing the game

### ” Instruct participants

- Click “Deal cards” to get 5 cards.
- In round 1, select the resource you consider most important.
- If none of the cards suits you, you can change the cards.
- When you have found a suitable card, click “Select this card”.



Player’s view



### Showing the cards

The leader’s table shows when the participants have selected their cards.

Wait for everyone to make a choice

When everyone is ready, click “Reveal played cards”. Move on to discuss the cards.



# Points of view round 1

## B. Going through the cards: discussion on selected cards

### ” Instruct participants on how to discuss the cards

- How is the selected theme and its impacts visible in practice?
- Why is the selected theme important from the perspective of our well-being at work

### As the workshop leader remember:

- To give each participant the floor. Make sure that everyone can share their views.
- The leader can take notes on the themes (1).
- From settings, you can allow players to enter comments on all cards (2).

### At the end of the discussion:

- Together, select one theme that you consider the most important for well-being at work (see the next page for how to set up a vote).

**THE MOST IMPORTANT RESOURCE**

**Work Resources and Workload Factors**

Together, choose the best-matching card for **The most important resource**.

*Through discussion, choose one card that you think best matches the perspective. Click on your choice to continue. You can also [vote for the best candidate](#).*

Join the game
**The most important resource**
The most significant stress ...
Pick Topaasia
Crystallize

**CONFIDENCE IN THE FUTURE**

---

Can we trust the continuity of work?

**MEANINGFULNESS OF WORK**

---

Is the work we do important?

**WORK EQUIPMENT**

---

Are the equipment and systems functional?

play.topaasia.com
**4 Z C A**
Please select one card as the choice for this perspective.

Confirm choice →

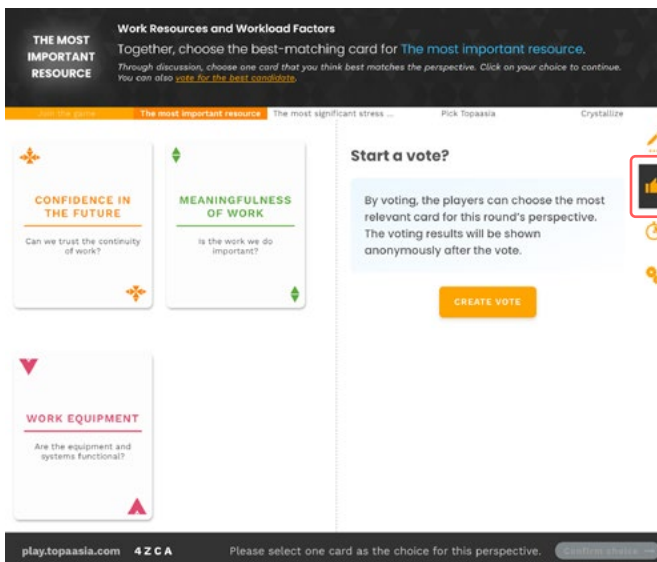


# Points of view round 1

## C. Selecting the most important resource

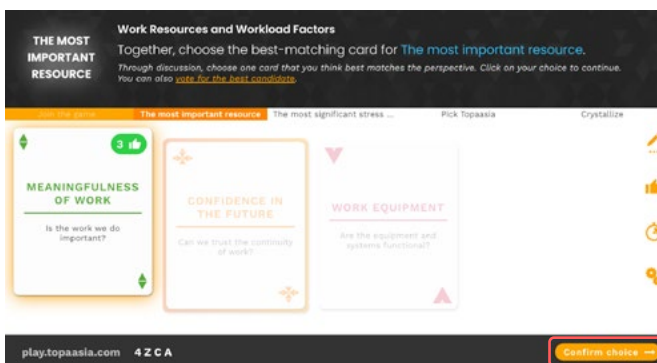
### ” Instruct participants on how to vote

- In the first round, the participants vote on a resource that they want to strengthen together.



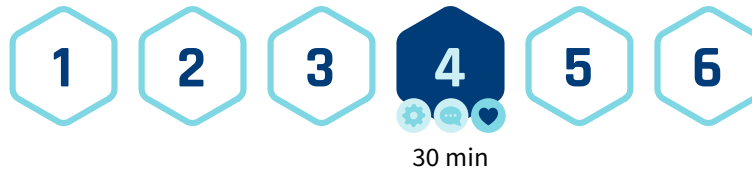
**Open the vote** by clicking the thumb icon and **“Create vote”**.

**If there is a tie:** Continue to discuss the themes and voting on them. You can consider whether some of the themes are related to each other or whether it is more important to develop one of the themes before others.



➔ **When you have reached an agreement,** select the card and click **”Confirm choice”**.

You will then automatically move on to points of view round 2.



## Points of view round 2: Most significant workload factor

The second round is carried out in the same way as the first.

### A. Dealing cards and playing the game

#### ” Instruct participants

- Click **”Deal cards”** to get 5 cards.
- In round 2, select the workload factor you consider most important.
- If none of the cards suits you, you can change the cards.
- When you have found a suitable card, click **”Select this card”**.

### B. Going through the cards: discussion on selected cards

#### ” Instruct participants on how to discuss the cards

- How is the selected theme and its impacts visible in practice?
- Why is the selected theme important from the perspective of our well-being at work?

### C. Selecting the most significant workload factor

#### ” Instruct participants on how to vote

- In the second round, the participants vote on a workload factor that they want to reduce together



5 min

## Select the theme for which you will prepare an action plan

### ” Instruct participants

Next, the participants will select from among the resource or workload factors the theme for which they will brainstorm development measures.

The participants set out either to strengthen the most important resource or to come up with ideas for reducing the most significant workload factor.

Then, vote on the theme that is more important to set out to develop from the perspective of well-being at work.

**Work Resources and Workload Factors**

**PICK TOPAASIA** Together, choose the **Topaasia** from the results of all the perspective rounds.  
*Topaasia is the most important card of all the perspectives. In the next phase you will make an action plan for the selected Topaasia. You can also [vote for the Topaasia](#).*

Join the game
The most important resource
The most significant stress ...
Pick Topaasia
Crystallize

THE MOST IMPORTANT RESOURCE

MEANINGFULNESS OF WORK

Is the work we do important?


Select >

THE MOST SIGNIFICANT STRESS FACTOR


CONFIDENCE IN THE FUTURE

Can we trust the continuity of work?

Select >



Start voting



play.topaasia.com 4 Z C A
Pick one of the cards as Topaasia.
Make an action plan > →

**If there is a tie:** you can, for example, think about which of the two matters you can influence more yourself or, if developed, which of the two would help you more in your everyday work.

You can also agree that you will prepare an action plan for the other theme later (in a different workshop).

➔ **Select the theme** by clicking the card and then click **”Make an action plan”**.



45 min

## Prepare an action plan for the selected matter

### ” Instruct participants

- Each person will write their own responses one question at a time.
- Write many short answers rather than one long one.
- A time limit is set for responding, but it can be extended if necessary.
- When the time is up, let the leader know if you have not finished your response. An unfinished response will not be saved if the response time is not extended.
- You will see each other’s responses after the response time is up.

The screenshot shows the 'CRYSTALLIZE' interface for 'Work Resources and Workload Factors'. The main heading is 'Make an action plan for the chosen Topaasia'. Below this, there are navigation tabs: 'Join the game', 'The most significant resource', 'The most significant stress factor', 'Pick Topaasia', and 'Crystallize'. The main content area is divided into two sections. On the left, 'THE MOST SIGNIFICANT STRESS FACTOR' is displayed, with a question: '1/5 GOAL: What would the matter you have selected be like at its best? Imagine that everything would be possible!'. A red box highlights the 'Ask from players' button (1). On the right, 'Player content' is displayed, with a text box: 'Content and ideas created by the players will be shown here. You can gather answers from players to a question by using the "Ask from players" action.' A red box highlights the 'Player content' section (2). The bottom of the interface shows 'play.topaasia.com 4 Z C A' and a 'Finalize' button.

### Workshop leader, do this

- Click **”Ask from players”** (1)
  - Select a time for responding (e.g. 3 min) (2).
  - When the time is up, ask if everyone’s ready.
  - Click **”Show player answers”** only when everyone is ready. Otherwise, unfinished responses will not be saved.
- Once the responses have been revealed, the participants can like their own notes and those written by others.
- Use the **“Drag and drop all”** functionality to transfer the notes as responses to the question concerned.
- You can enter your own responses directly in the response field of the question.
- You can drag and drop an answer to any question directly to the action plan.



## Tips for going through questions

<p><b>Summarising questions</b></p>	<p>Once the participants have written answers to the questions, you can use them as guiding questions to assist you in the discussion.</p>
<p><b>1. Goal:</b> What would the matter you have selected be like at its best? Imagine that everything would be possible!</p>	<p>Everyone can take turns to describe the goal they have written down. Which one of these seems particularly inspiring?</p> <p>Together, formulate a clear goal that you want to achieve.</p>
<p><b>2. Challenges:</b> What challenges can there be in achieving the goal?</p>	<p>Which of the challenges are such that we can influence them? How?</p> <p>Write down the new ideas to overcome the challenges.</p>
<p><b>3. Actions:</b> What concrete actions can you take to promote the matter yourself?</p>	<p>Everyone will click “like” for the proposed actions.</p> <p>Discuss whether to include some of them directly in the action plan or modify them and make them even better.</p>
<p><b>4. Actions:</b> What concrete actions can we take together?</p>	<p>If a measure is good as it is, the leader can drag and drop it directly into the action plan</p>
<p><b>5. Plan:</b> Which actions shall we take?</p>	<p>Agree together on the actions to be included in the plan.</p> <p>Agree on responsible persons and schedules.</p> <p>If a matter is such that it requires other parties to promote them or make decisions on them, write down in the plan how you will take the matter forward.</p>

- ➔ If you do not have time to go through all the questions and agree on measures, schedule a new workshop. You will be able to return to the same point in the game as long as the leader has not clicked the “**Finalize**” button.
- ➔ When you are ready and the action plan is completed, click “**Finalize**”.

# After the game: Summary report

## Topaasia game report

**Date:** 2026-01-27

**Organization:**

**Team:**

**Session's topic:** Work Resources and Workload Factors

**Deck:** Resources and workload factors

### Selected perspectives

1. The most important resource: The most important resource
2. The most significant stress factor: The most significant stress factor

### Rounds

#### 1. Perspective: The most important resource

- **Played cards:** Confidence in the future, Meaningfulness of work, Work equipment
- **Chosen card:** Meaningfulness of work

#### 2. Perspective: The most significant stress factor

- **Played cards:** Flow of information, Roles and responsibilities, Confidence in the future
- **Chosen card:** Confidence in the future

### Chosen Topaasia

(the most important subject to improve)

- Confidence in the future: Can we trust the continuity of work?

### Crystallization

- ➔ After this, the players can send the workshop report to their own email.
- ➔ For the workshop leader, the game summary remains visible in the admin panel for as long as their user IDs are in force. You can also order a summary to your own email.

The summary shows the selected cards, notes written during the game, and the contents of the action plan.

### Well done, now you know how to proceed towards the goals!

Agree also on how and when you will follow up on the implementation of the measures.

# Quick guide to Topaasia: The workshop leader's table and functionalities during the game

## Leader's table

The workshop leader controls the course of the game through their own view – share the screen to all participants. (The players have their own view that guides them forward.)

### 1. Phase of the game

**THE MOST IMPORTANT RESOURCE**

**Work Resources and Workload Factors**  
Together, choose the best-matching card for **The most important resource**.  
Through discussion, choose one card that you think best matches the perspective. Click on your choice to continue.  
You can also [vote for the best candidate](#).

The game    The most important resource    The most significant stress ...    Pick Topaasia    Crystallize

**CONFIDENCE IN THE FUTURE**  
Can we trust the continuity of work?

**MEANINGFULNESS OF WORK**  
Is the work we do important?

**WORK EQUIPMENT**  
Are the equipment and systems functional?

play.topaasia.com    4 Z C A    Please select one card as the choice for this perspective.    Confirm choice

### 2. Instructions for the phase

### 3. Leader's functionalities and 4. game settings

### 5. Moving on to the next phase

### 6. Who has joined the game is visible throughout the game

## Leader's functionalities during the game

The functionalities of the ongoing phase of the game can be found in the menu on the right-hand side of the page. The leader's functionalities include:



#### Notes

Record notes regarding a specific card or phase.



#### Playing a card on the table

Add any card you choose to the table.



#### Voting

Start a vote to allow players to vote on the cards.



#### Timer

Set the timer to go off every 1 to 3 minutes.



#### Game settings

- Allow new players to join
- Allow players to write comments to cards
- Enable game help

[Pause the game and continue later >](#)

#### Pausing a game

You can pause the game at any time from game settings and continue later. The game remains visible to the leader in the admin panel, which can be accessed by logging in at [play.topaasia.fi](https://play.topaasia.fi).