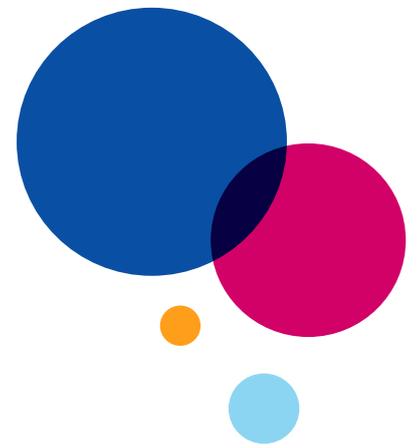


‘Smooth everyday life’ discussion



Good dialogue builds trust.

The **Smooth everyday life** discussion template supports dialogue between the employer of the personal assistant and the employee.

Use the discussion template in the following situations:

- For regularly evaluating the smoothness of everyday life and co-operation
- Handling of problems

Trust does not develop or deepen by itself but instead demands concrete actions. One of the most important tools for this is good dialogue. That is why dialogue skills should be a priority.

To support dialogue, we have created a discussion template called ‘Smooth everyday life’, which you can download as a file or print up as a 2-sided sheet.

The discussion template should be used regularly in order to retain trust and an understanding of both parties’ expectations in the employment relationship. The discussion template can also be used when you face challenges in interacting with your assistant in day-to-day life.

This material is part of Varma’s work ability support material. How can I succeed as an employer of a personal assistant?

Part 4b: ‘Smooth everyday life’ discussion

Read more: varma.fi/henkilokohtainenapu