

EMPLOYEE TIPS #FWDAY2018



Flexible Working Day 2017
FLEX WORK. FULL LIFE.

Join the national conversation via:



#FWDay2018

#FlexWorkFullLife

#TackleFlexism

#GenderFlexGap

Thank you for sharing your passion for flexible working and proudly supporting **Flexible Working Day© 2018**.
Here are some tips to get the most out of your role:

In the lead up to #FWDay2018

- Nominate yourself or someone else for the **Champions of Flexible Working Day Awards©** (individual, manager, team or organisation). Awards open Monday 16th April and closes Friday 18th May.
- Follow Flexible Working Day on social media – Facebook, Twitter, LinkedIn, Instagram.
- Speak to your manager or HR representative to schedule a **Let's Talk About Flex** conversation in your team/workplace for the 6th June (let us know). Further ideas are attached.
- Share stories from your workplace that we can promote (videos/articles) and showcase on **Flexpo©**. Share my workplace support for Flexible Working Day by sharing our logo (due date for submissions is Friday 11th May). Click on the 'Contact Us' page to share.
- Register for the free Flexible Working Day resources (and share with others to help them – please tag us on social media):
 - FlexAbility Kit** to help you determine what is right for you and planning for having a discussion with your manager.
 - Making Flexible Working 'Work' Webinar Workshops** and encourage other people to register so they can access on the day.
 - Visit **Flexpo©** for articles/videos of how people and organisations are making flexible working 'work' for them.

On Wednesday 6th June, #FWDay2018

- Engage in the national conversation via social media, share your personal perspectives and resources on the website.
- Share the **Champions of Flexible Working Day Awards©** winners.
- Have fun and record your Flexible Working Day celebrations (photos, videos).
- Engage in a **Let's Talk About Flex** conversation in your team/workplace and share a photo via social media.
- Watch the free **Making Flexible Working 'Work' Webinar Workshops**.

LET'S TALK ABOUT FLEX!

This **Flexible Working Day**, start (or continue) the conversation in your workplace. How can you have a conversation within your workplace? There is no one-size-fits-all; however, here are a few ideas.

Lead a discussion with the management and leadership

- ✓ Do you know how mature your organisation is with regards to embracing flexibility so it is a win-win for everyone?
- ✓ Where do you want to be in the next 1-3 years?
- ✓ Are you clear how to get there?
- ✓ What initiatives can you start today?
- ✓ Is your workplace culture supportive of flexibility?
- ✓ Are flexible ways of work embraced and supported or blocked?
- ✓ Can flexibility be accessed formally and informally, for all reasons, for all people, across all levels, and in a variety of forms?
- ✓ What are the assumptions and biases about people who work flexibly?
- ✓ Does your workplace embrace the notion of the supposed 'ideal worker'?
- ✓ Do you know how to bust these myths?
- ✓ Are you clear on the data and business imperatives for driving change? (profit, absenteeism, retention, training, real estate costs, diversity, employee wellbeing, engagement and loyalty to name a few.)

Host a #FWDDay2018 conversation in your workplace

- ✓ Host a forum/event in your workplace and invite speakers to share their personal perspectives and stories about flexible work and how it has impacted the important aspects of their life (whether it be their career, family, health, or wellness).
- ✓ Showcase what and how flexible work arrangements are working effectively across your workplace.
- ✓ Host a proactive discussion with staff about flexible working in your workplace - what works, what doesn't?
- ✓ Celebrate people in your workplace that are champions of flexible work, whether they be managers supporting flexible teams, or flexible workers.
- ✓ Share insights from [Flexpo](#) articles and [videos](#) about how flexible working works.

Commit to a plan – this time next year you'll be glad that you started today!

- ✓ What is it going to take to make a paradigm shift in your workplace?
- ✓ Where do you need to take action? Do you need to better understand the business case, develop policies, pilot a program? Perhaps training managers and leaders on managing flexible teams?
- ✓ Please contact us to discuss your needs and how we can help you make flexible working WORK in your workplace!.

