

CREATING FLEXIBLE WORKPLACES

MANAGER'S CHECKLIST

There is a wide range of strategies managers can use to assist and support employee's balance their work and life.

MANAGEMENT COMMITMENT	
<input type="checkbox"/>	Seek the support and commitment of senior management in your area for work life balance initiatives in the workplace.
<input type="checkbox"/>	Become better informed about work life balance strategies, relevant legislation, government and organisational policy frameworks and employee's conditions of employment, to enable better understanding and management of work life balance practices.
<input type="checkbox"/>	Model best practice work life balance initiatives from the top – "walk the talk".
WORKPLACE CULTURE	
<input type="checkbox"/>	Promote a workplace culture that supports the needs of all staff to balance work and life.
<input type="checkbox"/>	Promote diversity and flexibility in the workplace – recognising that individuals all have different needs and those needs change over time and family/personal factors impact on work and productivity.
<input type="checkbox"/>	Be proactive in creating flexible workplaces. Review your current employees profile and existing work arrangements. Consider current and future service requirements and assess potential future workforce needs.
<input type="checkbox"/>	Manage resistance and negative attitudes from colleagues regarding flexible work practices of their co-workers.
<input type="checkbox"/>	Discourage work practices or unwritten "policies" that do not support workplace flexibility.
<input type="checkbox"/>	Actively reduce excessive workloads, long working hours and overtime.
<input type="checkbox"/>	Encourage employees and other managers to focus on outcomes as opposed to hours at work.
<input type="checkbox"/>	Value all staff equally regardless of employment status e.g. part time employees have equal access to training and career development opportunities, performance development etc.
COMMUNICATION AND ACCESS TO INFORMATION	
<input type="checkbox"/>	Educate and inform staff of policies and practices relating to work life balance and flexible work options.
<input type="checkbox"/>	Provide employees with access to information about services, support and resources pertaining to work life balance.

<input type="checkbox"/> Empower employees and make them aware of their rights and responsibilities for achieving work life balance.
PROVIDE STAFF ACCESS TO FLEXIBLE WORK PRACTICES
<input type="checkbox"/> Provide employees with the opportunity to access flexible work practices.
<input type="checkbox"/> Ensure equal access and fair treatment of all employees in relation to work life balance initiatives.
<input type="checkbox"/> Involve staff in the decision making process, especially in relation to introducing flexible work practices.
<input type="checkbox"/> Fully consider all requests for flexible work practices, and ensure decisions are fair, transparent and capable of review.
IMPLEMENTATION OF FLEXIBLE WORK PRACTICES
<input type="checkbox"/> Identify employee needs – work together with employees to identify their needs: <ul style="list-style-type: none"> ▪ Discuss with employees what alternative work arrangements could assist them balance work and life needs. ▪ Survey staff to identify their needs. ▪ Conduct focus groups / forums to openly discuss work life balance needs.
<input type="checkbox"/> Review rosters and work schedules in collaboration with staff, to determine if more suitable arrangements can be made to enable staff to better balance work and life.
<input type="checkbox"/> Be willing to trial or pilot new initiatives to establish more flexible working arrangements.
<input type="checkbox"/> Implement suitable and practical flexible work and leave arrangements that will assist employees achieve better work life balance.
INCORPORATE WORK LIFE BALANCE INTO ALL HUMAN RESOURCE PRACTICES
<input type="checkbox"/> During periods of organisational change and restructuring, be mindful of employee's needs and encourage communication between managers and staff to endeavour to meet employee's needs.
<input type="checkbox"/> Survey exiting employees to determine if work life balance issues are a contributing factor to the employee leaving. Use the information collected to actively improve working arrangements for new or existing employees, and reduce staff turnover.
<input type="checkbox"/> Be cognisant of work life balance in day-to-day management of staff e.g. be mindful of employee's needs and circumstances when arranging meetings, overtime, staff travel for business purposes and work social events.
<input type="checkbox"/> Analyse tasks and jobs in view of suitability for flexible work arrangements. Explore ways in which jobs can be done under more flexible work arrangements.
<input type="checkbox"/> Include availability of flexible work options when advertising positions to encourage a broader, more diverse field of applicants.