

# Flexible Work Proposal Toolkit

The Flexible Work Proposal Toolkit is a simple and convenient business case tool that enables employees and managers to research, negotiate and implement a flexible work arrangement.

An easy 'conversation tool' that allows employees and managers to openly explore realistic flexible work options.

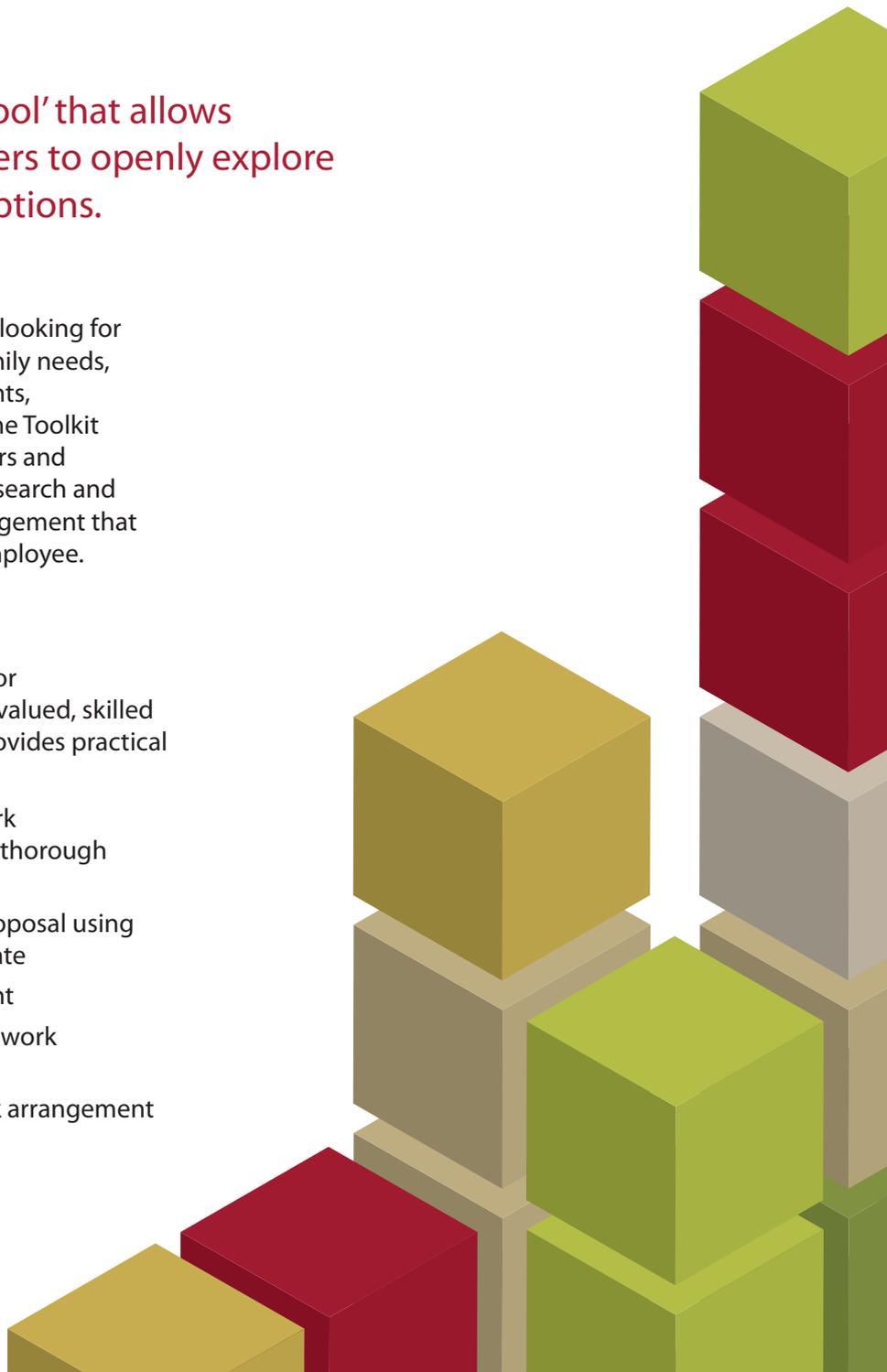
## Employees

Increasingly, more employees are looking for flexibility to meet lifestyle and family needs, continuing education commitments, professional hobbies and more. The Toolkit emphasises the need for employers and employees to work together to research and negotiate a flexible working arrangement that works for the business and the employee.

## Employers

This Toolkit is considered a must for organisations who want to retain valued, skilled and experienced employees. It provides practical advice and tools to:

- Plan and implement a flexible work arrangement collaboratively with thorough analysis of the request
- Help your employees submit a proposal using the Flexible Work Proposal Template
- Assess a flexible work arrangement
- Decide on an appropriate flexible work arrangement
- Communicate a new flexible work arrangement to the team



## At last, a tangible Flexible Work Proposal Template to make flexible workplace policies a reality.

- Your HR solution to managing your employees' flexibility requests
- Perfect for companies of any size
- Customise and brand it with your company policies, templates and checklists

### Contents

The Toolkit is divided into 5 sections:

1. Embracing Flexibility@Work
2. Guidelines for Employers
3. Guidelines for Employees
4. Flexible Job Analysis Worksheet
5. Flexible Work Proposal Template

### This Toolkit includes:

- A step-by-step user guide for employees
- Instructions for managers to discuss flexible options with employees
- Types of flexible work arrangements
- Tips on how to communicate the new flexible work arrangement to the team
- Guidance on how challenges can be overcome
- A Worksheet and Template to provide structure to the flexibility request ...and more.

*“Creating the right conditions, and in particular managing a flexible workforce, is challenging. Managers need to perceive flexibility as a strategy to achieve business goals. They need to have confidence in their skills and abilities and to understand and use mutuality and transparency.”*

*Juliet Bourke, Partner, Aequus Partners.  
[www.aequus.com.au](http://www.aequus.com.au)*

*“Employers are steadily beginning to address this opportunity and create, implement and sustain flexible working arrangements for staff of all ages.”*

*Alison Monroe, Director, SageCo.  
[www.sageco.com.au](http://www.sageco.com.au)*

*“Current skills shortages, combined with globalisation, technological advances, an ageing workforce, new workplace values of Gen X and Y's and diversity in the workplace has “upped the stakes” for employers to actually make flexibility at work a reality”.*

*Kerry Fallon Horgan, Director, Flexibility At Work.  
[www.flexibility.com.au](http://www.flexibility.com.au)*

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