

Managers may find the following discussion prompts useful when leading a team discussion about flexible work.

Note: When engaging in team discussion or planning around flexible work arrangements, managers should be careful not to disclose personal information about employees, including the reason an individual may have requested flexible work arrangements without that person's consent.

PROVIDE A COPY OF THE FLEXIBLE WORK ARRANGEMENTS POLICY PRIOR TO TEAM MEETING.

SECTION A

Review current situation regarding flexible work and business needs.

What flexible work arrangements are currently in place across the team?

How effective are the current flexible work arrangements?

What works well and could be extended?



What do you know about the new processes for applying and managing flexible work?

How is flexible work included in our planning cycle, PDP process, recruitment and other decision making?

SECTION B

Discuss needs operational needs of the unit and individuals.

What is the minimum staffing coverage required on campus?

What are the minimum requirements for team meetings and communications?



Will there be core hours when all staff members are expected to be working such as 10:00 am – 3:00 pm?

What anchor day would best suit individual arrangements of the work group and operational needs?

How do we ensure that we make the best use of our time together on-campus and what activities should we prioritize?

How will development needs be addressed?

Can work be reorganized to better achieve results? Do any jobs need redesign? How will this be addressed?

What will build trust and accountability? What will undermine it?

What are the measures of success for flexible work? What evidence already exists and can be extended to others working flexibly?

What are the possible challenges to meeting unit needs?



What are possible warning signs that flexible working is not going to plan?

Empty response area for the question above.

SECTION C

Discuss any ideas to enhance flexible work arrangements in the unit, or to address and overcome current challenges posed by flexible work.

How will we overcome challenges?

Large empty response area for the question above.

