

Flexible work toolkits

Is your organisation achieving all the benefits flexible work can deliver?

Flexible work consistently ranks among the most important employee benefits for both men and women.

Making it work - in a way that benefits both employees and the business - is possible and arguably 100% necessary for those who want to thrive in the future.

Diversity Partners works with you to customise Flexible Work Toolkits

We provide customised toolkits, resources and training for both managers and employees to help you avoid common mistakes and maximise the effectiveness of flexible work arrangements.

Your customised toolkits may include:

- Guiding principles to ensure success
- Your role as a manager/employee - including Q&A topics frequently raised by managers and employees
- Detailed, practical tip sheets on each flexible work option
- Checklists for requests, conversations and applications
- Help in understanding how to implement informal and formal options such as flexible hours, part time work, job sharing, working from home or telecommuting
- Unconscious biases relating to flexibility
- Development of a practical four step flexibility framework.

BENEFITS OF FLEXIBILITY

- **INCREASED** capacity to attract and retain skilled employees
- **REDUCED** employee turnover – resulting in lower recruitment costs and better return on investment for training and professional development
- **IMPROVED** employee health and wellbeing
- **GREATER** job satisfaction, better work performance and increased productivity
- **DEVELOPING** an innovative and agile workforce
- **TAPPING** new and diverse sources of talent
- **INCREASED** opportunities for participating in further education, family and community events.

“The flexibility toolkits produced by Diversity Partners are a great resource for our managers and employees. We worked together to customise them for Genworth, and uploaded the kits to our intranet to support an increasing number of employees choosing to work from home or take up other flexible work arrangements. There are so many practical tips in the toolkit, and the four-step framework facilitates the success of the flexible work arrangement.”

Kate Svoboda, HR Director, Genworth

SOME Q AND A

We all have questions about flexible working, and rightly so!

These are the three questions that get asked the most, but there are many more. Our Toolkit Q&A covers a range of issues or concerns to ensure both managers and employees are well equipped to properly consider flexible work arrangements and make it work for everyone involved.

If I approve a flexible work arrangement for one person, will everyone want it?

It is unlikely that all of your employees will want the same flexibility at the same time. For example, not everyone wants to work part-time, however many people will need flexibility at different points in their career. You will find that the flexibility your employees are seeking will be varied and will most likely change over time as their life stages and careers change.

Have I set a precedent by approving a flexible work proposal for one employee?

It is important to be open-minded and consistent in your approach to requests for flexibility. We encourage workplaces to consider requests for flexible work arrangements from all employees. Each request needs to be reviewed on its own merits.

Is flexibility suitable for every role and every employee?

Some roles, by the inherent nature of their tasks, lend themselves to less flexibility. However, it is important that we adopt a 'can-do' mindset to flexibility and look for what is possible rather than what is not. Trust is also a key foundation of any flexible work arrangement. Clear work expectations need to be set with processes in place to review the arrangement on a regular basis.

ABOUT US

Diversity Partners is a highly-respected professional services firm specialising in diversity and inclusive cultural change in organisations in Australia and New Zealand.

Over the past twelve months, the team at Diversity Partners....

- Delivered 170 Inclusive Leadership programs
- Educated 4,000+ leaders on challenging unconscious bias
- Completed twelve major diversity diagnostic and strategy engagements
- Collaborated with leading universities on gender equality research
- Provided one-on-one coaching to board members and senior executives of top ASX firms
- Delivered best-practice toolkits on working flexibly for several clients.



CONTACT US

If you'd like more information about the program, please call us on (03) 9600 2911 or email info@diversitypartners.com.au.

You can read more about our team of expert facilitators and our clients at www.diversitypartners.com.au

**Diversity
Partners**

creating inclusive leaders

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