FLEXIBLE WORKING CHECKLIST

This checklist is designed to help you set up flexible working arrangements.

Policy

1	I understand my obligations as an employer to offer flexible working arrangements.	yes	no
2	I have implemented a process for staff to apply for flexible working arrangements.	yes	no
3	I've analysed the roles in my business to determine which tasks can be done remotely.	yes	no
4	My business has a flexible working policy that meets business, customer and employee needs.	yes	no
5	My flexible working policy is competitive with other employers in my industry.	yes	no

Communication

1	Communication in my business supports effective flexi-working.	yes	no
2	People share information effectively to achieve results.	yes	no
3	We use technology to support effective communication.	yes	no
4	We have regular informal catch ups and social events.	yes	no
5	People feel a sense of belonging to the organisation.	yes	no

Workflow management

1	The business has visibility of people's working arrangements.	yes	no
2	We use effective workflow management systems to manage flexi-working.	yes	no
3	We communicate regularly about deadlines and priorities.	yes	no
4	People are clear about their responsibilities.	yes	no

Performance

1	My business has effective systems for goal setting and feedback.	yes	no
2	People are managed on outputs.	yes	no
3	Managers know when people are struggling to achieve goals and support them.	yes	no
4	People consistently achieve results	yes	no
5	Managers deal effectively with any performance problems	yes	no

ACTION PLAN

Enter below the items from the checklist that you want to take action on. Contact Carole from Peoplekind Consulting if you would like help from an expert .

Priority	Action	Deadline
1		
2		
3		
4		
5		