# Team-based design – workshop pack

Team name:

1. What are the business, team and individual outcomes; and awards/agreements you: (i) need to maintain; or (ii) could improve on?

|  |  |  |
| --- | --- | --- |
| **Outcomes** | **Maintain**  **(Y/N)** | **Improve**  **(Y/N)** |
| Business |  |  |
| Team |  |  |
| Individual |  |  |
| Awards/Agreements |  |  |

1. What flexible working do you currently have in place that you need to maintain?

|  |  |  |  |
| --- | --- | --- | --- |
| **Flexible working** | **Formal** | **Informal** | **Ad hoc** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. What flexible working might you experiment with during the pilot (be bold in your thinking)?

|  |  |  |  |
| --- | --- | --- | --- |
| **Flexible working** | **Formal** | **Informal** | **Ad hoc** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. What positive outcomes might result from your team-based flexibility pilot? Consider Business, Customer, Team and Individual.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

1. What might the challenges and dilemmas be in implementing these changes?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

1. How might jobs and work be redesigned to enable expanded flexible working?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

1. What do you need to do as a team to make these changes work? What are your team guidelines for the day to day operation of flexibility?

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

1. What is your plan for implementation and monitoring (e.g., agree on when you will check in with team members about the operation of the pilot)?

|  |  |  |
| --- | --- | --- |
| **Activity** | **Who** | **When** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. What additional support or information do you need?

|  |
| --- |
|  |
|  |
|  |
|  |