**EMPLOYEE CHECKLIST FOR PREPARING A FLEXIBLE WORKING PROPOSAL**

Take the following statements into consideration when building your proposal to work flexibly.

* What sort of flexibility would you prefer?

*Look at the types of flexible working options available; identify a few flexibility options that could balance your work with your requirements.*

* What effect could it have on your team and your manager if you adopt this type of flexible working?

*Take into consideration the impact this may have on your team delivering its objectives. Have you consulted with your team on how it could work?*

* What will your manager be most concerned about in offering you your preferred type/s of flexible working?

*Prior to meeting with your manager, think about any concerns your manager may have and come up with suggestions/options.*

* What can you do to help flexible working work effectively for your manager and team?

*Commit to ensuring that your flexible working will not have a negative impact on you or your team delivering outcomes.*

* What if you can’t have the specific type or amount of flexibility you want or need?

*Not all types of flexibility are available for all roles, therefore think about other options for working flexibly.*

|  |  |
| --- | --- |
| **Complete the following steps in order to discuss your flexible working proposal with your manager** | **√** |
| Schedule a convenient time to meet with your manager (in person if possible) to discuss your flexible working preferences. |  |
| Explore the implications of your proposed flexible working preferences on the business needs. |  |
| Identify a few flexibility options that could work for you. |  |
| Speak with any colleagues who may be affected by your flexible working arrangement in order to build understanding around how you will complete your work. |  |
| Ensure that your request is realistic for everyone in your team. |  |
| Describe how your proposal can be implemented, including any costs, monitoring to see how it is going, and how you can demonstrate whether it is working. |  |
| Be ready to discuss other flexible work options if your manager does not support this proposal, but has suggested an alternative. |  |