

## READINESS REFLECTION

Are you/your employee/your supervisor/your team ready for a flexible work arrangement? If not, what areas can you focus on to make sure that flexible work options are thoughtfully considered, evaluated, and, if deemed suitable, successfully implemented? Use the discussion questions below to assess your readiness and determine your needs.

If you are supervising an employee or a team who may be candidates for flexible work, or who may approach you to discuss flexible work, you may wish to discuss the questions below:

- With your own supervisor.
- With your management team.
- With a colleague or mentor.
- With a performance coach.

If you are an employee thinking about approaching your supervisor or team to discuss the possibility of flexible work, you may wish to discuss these:

- With your supervisor.
- With a colleague.

## DISCUSSION QUESTIONS

- Do I embrace that work is not where you go, it's what you do? What does that statement mean to me?
- Do I believe that everyone works differently and that some may shine while working remotely or being internally flexible workers?
- Do I embrace that what usually makes a good teleworker is a good employee?
- What new tools and ways of doing things would support the success of me and my team?
- Do I embrace that a supervisor doesn't need to see his or her staff to know they're working?
- What are the main requirements of my job, and how would telework, flexible work, or a fixed address support me in doing my job?
- What parts of my job would be more difficult to do if I worked away from the office and/or did not use the same workstation every day?
- If you've ever worked from home in the past, what challenges or benefits did you experience?
- What would need to be true for you to be successful in teleworking, working from home part-time, and/or not using the same workstation every day?
- If we decide flexible work isn't the best option at this time, when should we revisit these questions?
- Under what circumstances might we consider cancelling or changing a flexible work agreement? What will be the impact on workspace requirements, or will other flexible work options be considered?

## **FLEXIBLE WORK: READINESS REFLECTION AND DISCUSSION QUESTIONS**

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Where ideas work

Wherever you use these questions, you may find it helpful to make notes (including the date and occasion when you used them) to help you keep track of the ongoing dialogue and any challenges or solutions discovered.

### **NOTES AND FOLLOW UP ACTIONS**