

Use the following questions to initiate and guide conversation with your supervisor/employee/team.

You may choose to use the questions in different ways:

- Ask your supervisor or employee in your regular one-on-one meetings.
- Add one or two questions to regular team meeting agenda.
- Use as part of a team meeting scheduled specifically to check in how on a flexible work arrangement is working for the team and brainstorm changes to improve arrangement.
- Use to generate discussion in an electronic discussion format.

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.

1. What benefits have arisen because of the mobile work arrangement?
2. What issues in our relationship or in the team team have arisen because of mobile work arrangements that we need to work on? What changes do we need to make?
3. How well are our expectations about communications, accessibility and trust being met?
4. When is the last time we checked in to see on how the mobile work arrangement is going?
5. What tips or solutions to issues to improve the mobile work arrangement are working and might benefit others?
6. Does something in the Telework Agreement need to be addressed or modified?

Notes and Follow Up Actions