

How to prepare for a flexible work conversation

Purpose

This worksheet is designed to help mature workers prepare for a conversation with their manager about making their role more flexible.

This completed sheet will enable your manager to review the request and demonstrates that you have thought through the request. It is important to demonstrate the benefits as well as the potential challenges of the flexible work arrangement.

Action

Answer the following questions as best you can to prepare for a conversation with your manager about flexible work.

If you could change your current role to make it more *flexible*, choose the change you'd make?

- Part time or reduced hours
- More flexible hours
- Flexible locations eg at home or alternative workplaces
- Project based
- Job share
- Extra leave
- More autonomy in choosing start and finish times, lunch hours
- Other – please specify

What are my current working arrangements?

What are the contributing factors / reasons for my request to work more flexibly?

The type of flexible work arrangement I propose is...

The timeline for the flexible work arrangement? (i.e. How long will you require this for? Periodically, short fixed time, regularly, ongoing, permanently, etc)

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I would consider the following variations to the proposal I have put forward (for example, moving to 4 days instead of 3 etc)

Duties and responsibilities I carry out that will be / could be impacted include...

Solutions I have identified to resolve this impact are...

Ways in which my new flexible work arrangement will / might affect others?

How I intend to communicate and/or address urgent issues when working flexibly?

I have considered the benefits to my organisation of this flexible work arrangement and these include...

Other suggestions I have to make the new flexible work arrangement effective include...

Your name	
Your manager's name	
Appointment time	