



FLEXIBLE WORKING ACTION PLAN

Action plan ideas

Aims	Activities	When/Who/How
<p>Supporting flexible working</p> <ul style="list-style-type: none"> • e.g. work out what flex is possible in different roles • Identify opportunities for more flexible schedules • Improve stability of shift patterns • Encourage team conversations about their shift preferences • Allow individuals more input into the roster to choose when they work • Refresh flexible working policy and share internally 		
<p>Flexible hiring</p> <ul style="list-style-type: none"> • e.g. refresh job advert wording about working hours/patterns • Provide information about working patterns during recruitment • Give chance to speak to current staff during recruitment • Provide examples of working patterns of staff & top tips for juggling work & home 		



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<ul style="list-style-type: none">• Ensure the onboarding process can suit a range of working patterns		
<p>Talking about flex</p> <ul style="list-style-type: none">• e.g. build flex / working patterns into a range of conversations with employees throughout the year• Develop a 'yes, if...' mindset amongst the team when thinking about flex• Increase the number of flex requests which are approved/agreed		
<p>Other ideas...</p>		