



This template is designed to help you put together a proposal for flexible or alternate work practices. To be successful the way that your proposal to your manager is presented is extremely important. It is vital that you take the time to carefully consider all of the options and key areas.

1. Why do I want or need to work alternatively?

2. What is my career strategy?

- What are my priorities? “What’s important to me now to accomplish my career and life goals?”

B. Personal/ Career limitations.

- Can I attend or participate in out of work hour functions such as conferences or meeting at night, weekend’s etc?

- Can I travel for work purposes? How long can I be away from my personal responsibilities? How often can I travel?

- Work hours/ Pattern- what hours and days do I need to work in my current role in order to meet my career commitments?

- What hours would I like to work in my current role in order to meet my personal commitments?

- Is it possible to establish a working pattern that satisfies both my career and personal commitments?

- Other Limitations?

- How can I work around my limitations whilst meeting your job and personal objectives?

- What can I give back to my department and colleagues because of my limitations?

- What resources or people can I call upon to help me manage limitations?

- What days and hours can I call upon these resources of support people for help?

- What are my partner's personal and career limitations?

C. Current job demands and expectations.

- How can I meet my current job demands and expectations on a daily basis?

D. The Business.

- What impact will a proposed change to my work practices have on the bottom line of the business?

- What will the proposed changes cost per annum?

- Will the impact of the change be positive or negative? Will it improve the business deliverables?

- How will I measure and evaluate the impact of any proposed change on the business?

E. Past experiences.

- Have alternate or flexible work practices been used in my role or department in the past?

- What were the outcomes of this work practice?

- Is there a colleague that I can speak to that is currently adopting flexible or alternate work practices?

- What strategies or tips can they suggest that will help in the development and delivery of my proposal?

F. Impact on other team members.

- How will my strategy impact on the work and lives of other team members? How can I offer support and assistance to my other team members to counteract the impact?

G. My customers.

- How will any proposed change to my role impact on the level of service and satisfaction that I give my customers?

- What Service Agreement can I develop and deliver to meet my customer commitments?

- How will I continue to service, communicate and meet the needs of my customers?

H. Training/Education.

- What training or education will I need to undertake to position myself for future career development?

I. Staying in touch.

- How will I keep up with the changes and stay informed of developments that are occurring in my department and in my job?

J. Job Satisfaction and work performance.

- How will any proposed changes to my work practices impact on my work performance or career satisfaction?

- How will I personally feel about any change to my work practices and career strategy?
- Can I still maintain my current work performance? What other areas of my personal life will I need to consider if I want to maintain my current work performance or job satisfaction? Consider Family, Children, Home, Health, Partner, Relationships and other key areas of your life.
- Is it possible to develop short and long term goals in order to manage and maintain my work performance and satisfaction?
- Are the options viable and available in my role?

L. Technology.

- What technology will I need to help make my strategy achievable?
- What technology do I currently have to help make my strategy achievable?
- What are the set-up and maintenance for any new technology that I may require?

M. Communication techniques.

- How will I communicate with my colleagues, customers, team members and manager on a daily basis?
- What Service Level agreement can I develop and deliver to manage my communication commitments?

- If working from home or absent from the office how will my customers, colleagues, team and manager contact me?

- How will my telephone calls be answered in the office?

N. How will I manage any illnesses, emergencies or other commitments?

- What action plan can I develop and implement to manage personal emergencies and commitments?

O. Presenting Strategy to Manager

- How should I present my strategy to my manager?

- Written or Unwritten?

- Setting- Formal or informal?

P. Evaluation and trial period.

- When will I evaluate my new working arrangement?

- What methods will I use to evaluate the success of my strategy?

Q. Timing.

- Is this the right time to develop and approach my manager with a strategy to negotiate flexible or alternate work practices?

- If not, when should I speak with my manager or put my proposal forward?