

Flexible Work Communications Wish List

The importance of communication
in a flexible work environment

Agree on a flexible working arrangement

- Is a formal or informal flex arrangement, ad hoc or ongoing?
- Review the period of flex arrangement (for example, every three months)
- Set up a trial period to iron out any issues



Maintain a successful flexible working arrangement

- Set up regular check-ins with the person you are reporting to and your team
- Inform external parties
- Inform your colleagues
- Ensure you stay connected – virtually and face2face
- Set personal boundaries
- Convey availability to colleagues
- Flexibility training including how to use communication tools



Outcome-based delivery

- Clarify roles and responsibilities
- Clarify program and deadlines
- Effectively manage reasonable workloads and expectations



Effective scheduling

- Schedule flexible hours – contact vs non-contact
- Discuss expectations of availability during business or after hours
- Be flexible to adjust if situation changes



Culture, attitude & entitlement

- Foster a culture of trust
- Communicate expectations of deliverables/productivity
- Clarify aspirations and expectations
- Acknowledgement of efforts