Chwarae Teg

Making it work for your organisation

Implementing Work-life Balance and Flexible Working - How To Get Started

Implementing good work-life balance policies and practises in your organisation should feel like an opportunity rather than a challenge. It's now a proven fact that more and more prospective employees are opting for organisations that can offer a fair and flexible working life in addition to more traditional benefits. If your company actively commits to providing work-life balance policies, you'll attract and retain more skilled staff, increase competitiveness and productivity and gain a reputation as an employer of choice

'Being prepared is the first step to successfully implementing initiatives into your organisation' Chwarae Teg Development Manager Hayley Dunne

Step 1 – Identifying need

The first step is identifying why you are looking to implement Work-life Balance and Flexible Working initiatives, working with your staff is vital to ensuring their needs are met as well as the needs of your business

Involve your staff

Ask staff about what they would like to see introduced and what challenges they face balancing work and home commitments. This important information can be gathered through individual reviews or group feedback. If possible involve staff associations and/or trade unions in the development of surveys.

What are the business needs?:

Take a good look at what your business needs to move forward, become more competitive and deliver better results. Also consider what issues you currently face, some of the following may be areas you wish to improve

- improve recruitment and retention
- reduce recruitment costs
- implement modern employment practices
- increase motivation and loyalty
- achieve better productivity and reduce absenteeism
- reduce stress, and produce better focused staff

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Step 2- Formulate policies

To embed new working practices into your organisation the next step is to formulate the policies you wish to implement, remember consulting widely will help your staff understand how these changes will benefit them as well as your business.

Keep the following reference points in mind when introducing a new policy will it:

- attract new employees
- help retain staff
- build diversity - in skills and personnel
- balance staffing levels more effectively
- improve morale
- reduce sickness and absenteeism
- enhance working relationships between colleagues
- involve reorganising responsibilities
- require changes in supervision and management

Step 3 - Spread the word

Successful implementation required top to bottom engagement and support. It is imported to ensure the management of your organisation appreciates the benefits. There are many ways to educate, train, and encourage from posting notices to producing newsletters and leaflets, running seminars, workshops and role play sessions with staff.

Step 4 - Run a pilot or trial period and evaluate

Testing new initiatives and evaluating the success can provide you with honest feedback on; what works for your organisation, if you have allocated the appropriate resource, and if there are other options which need to be considered

Step 5 - Amend and improve if necessary, and extend the programme to the whole organisation

Taking on board what you have learnt in the pilot, review and amend your policies and initiatives before rolling out to the whole organisation.

Step 6 - Follow up:

Organisations never stand still, especially on that is evolving and developing, there for it is important to follow up with staff and check the success and effect the new initiatives.

If all this seems a bit daunting relax there is help close by, Chwarae Teg has been supporting organisations implement Work Life Balance and Flexible working solutions for over 7 years. Our experience has shown that every organisation is unique and no one size fits all.

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For more information on how we can help your business develop please contact Chwarae Teg on 029 2047 8900 or email us at post@chwaraeteg.com

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