

Implement Flexible Work Arrangements

COURSE OBJECTIVE:

Participants will be able to effectively implement a new flexible work arrangement

WHO SHOULD ATTEND:

This course is ideal for all HR leaders responsible for managing, or seeking to introduce, flexible work arrangements for their organization's. Participants should have general knowledge of human resources, compensation and benefits and HR policies.

COURSE INTRODUCTION:

This course equips HR leaders and professionals to determine needs, select solutions, gain support and implement flexible work arrangements, to help attract, retain and motivate employees, especially those who may be challenged by a traditional office work schedule. Those who manage or are considering introducing a flexible work arrangement should attend this course to learn how to avoid common risks and to improve their chances of success in achieving business outcomes.

COURSE OUTLINE:

By the end of the session, participants should be able to:

- ✓ Describe common flexible work arrangements, their features, and reasons for using them
- ✓ Conduct an assessment to determine the need for a flexible work arrangement
- ✓ Explain work-at-home arrangements, and develop a work-at-home policy
- ✓ Explain flexible work schedules, and develop a flexible work schedule policy
- ✓ Explain job redesign and implement job redesign
- ✓ Develop and present a business case for a flexible work arrangement
- ✓ Implement a flexible work arrangement, including documentation, manager training and employee communication
- ✓ Evaluate a flexible work arrangement, identify risks and address risks to ensure ongoing effectiveness

METHADODOLOGY:

Case studies, Exercises, summative assessment

COURSE INFORMATION:

DATE(s): 16 & 17 February 2017

LOCATION: SNEF Training Institute

REGISTER: Register online at SNEF website, www.snef.org.sg
Click on 'Training' and Course Category 'Implement Flexible Work Arrangement'

COURSE FEE:

Course Fees: \$1,100 (excl. GST)

HOW TO TAP ONTO WORKPRO DEVELOPMENTAL GRANT OF UP TO \$40,000?

- 1) Conduct FWA pilot
- 2) Formalise piloted FWAs in the HR policy and communicate it to employees

Receive reimbursement of up to 80% of expenses*

*Subject to approval by WORKPRO

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Manage Flexible Work Arrangements

COURSE OBJECTIVE:

Participants will be able to effectively manage flexible work arrangements in their departments or business units.

WHO SHOULD ATTEND:

Managers whose companies have implemented a flexible work arrangement should attend this course to learn how to maximise productivity, avoid common risks and enhance talent attraction, retention and engagement.

COURSE INTRODUCTION:

This 1-day course equips business leaders and department managers effectively implement and support flexible work arrangements in their workplaces. It covers all aspects of managing flexible work arrangements faced by managers, including evaluation of which types of arrangements could have internal value as well as external assessment of customer or other external impact. The course will equip managers to establish fair rules and guidelines to ensure flexible work arrangements achieve positive benefits, whilst avoiding risks. Managers are equipped as well to fix, change or end a flexible work arrangement that is not working.

COURSE OUTLINE:

By the end of the session, learners should be able to:

- ✓ Describe common flexible work arrangements, their features, and reasons for using them
- ✓ Assess which types of flexible work arrangements may benefit their department or business unit internally
- ✓ Evaluate external/customer impact of implementing a flexible work arrangement
- ✓ Establish rules or guidelines for reviewing and approving requests for flexible work arrangements in their department or unit
- ✓ Maximise productivity, performance and teamwork for flexible work arrangements
- ✓ Improve, modify or end a flexible work arrangement that is not working
- ✓ Communicate effectively with employees and customers regarding flexible work arrangements

METHADODOLOGY:

Case studies, Exercises, summative assessment

COURSE INFORMATION:**DATE(s):****LOCATION:**

SNEF Training Institute

REGISTER:

Register online at SNEF website,
www.snef.org.sg
Click on 'Training' and Course Category
'Manage Flexible Work Arrangement'

COURSE FEE:

Course Fees: \$590 (excl. GST)

HOW TO TAP ONTO WORKPRO
DEVELOPMENTAL GRANT OF UP TO
\$40,000?

- 1) Conduct FWA pilot
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