### Develop a Targeted Flexible Work Program Executive Briefing

### Summary

Workplace flexibility continues to be top priority for employees; as a result, organizations who fail to offer flexibility will have a difficult time attracting, recruiting, and retaining talent. Use this research to identify and select flexible work options that meet the needs of both employees and the organization.

### Our Recommendation

* Uncover the needs of unique employee segments to shortlist flexible work options that employees want and will use.
* Assess the feasibility of various flexible work options and select ones that meet employee needs and are feasible for the organization.
* Equip the organization with the information and tools needed to implement and sustain a flexible work program.

### Client Challenge

* A one-size-fits-all approach to selecting and implementing flexible work options fails to consider unique employee needs and will not reap the benefits of offering a flexible work program (e.g. higher engagement, enhanced employer brand).
* Improper structure and implementation of flexible work programs exacerbates existing challenges (e.g. high turnover) or creates new ones.

### Critical Insight

* Flexible work is more than flexible location. Organizations must understand the needs of unique employee groups to uncover the options that will attract and retain talent.
* Provide greater inclusivity to employees by broadening the scope to include flex location, flex time, and flex time-off.

### Diagram  Description automatically generatedGet to Action

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| 1. Assess the organization’s current state
 | 1. Identify key stakeholders and their responsibilities
2. Uncover the current and desired state of the organization
3. Analyze feedback to identify flexibility challenges
4. Identify and prioritized employee segments
5. Determine the program goals
6. Identify the degree of flexibility for work location, timing, and deliverables

**Deliverables:*** *Storyboard*
* *Workbook*
* *Case Studies*
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| 1. Identify potential flex options and assess feasibility
 | 1. Create a shortlist of potential options for each prioritized employee segment
2. Evaluate the feasibility of each potential option
3. Determine the cost and benefit of each potential option
4. Gather employee sentiment on potential options
5. Finalize options with senior leadership

**Deliverables:*** *Flexible Work Options Catalog*
* *Four-Day Work Week Guide (if selected as an option)*
* *Tactics Catalog: Supporting Working Caregivers*
* *Dependent Care Flexibility Employee Guide*
* *Dependent Care Flexibility Manager Guide.*
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| 1. Implement selected option(s)
 | 1. Address implementation issues and cultural barriers.
2. Equip the organization to adopt flexible work options successfully.
3. Pilot the program and assessed its success.
4. Develop a plan for program rollout and communication.
5. Establish a program evaluation plan.
6. Align HR programs to support the program.

**Deliverables:*** *Guide to Flexible Work for Managers and Employees*
* *Flex Time-Off Policy*
* *Work-from-home (WFH) policy*
* *Flex Time Policy*
* *Flexible Work Arrangement Agreement Template*
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