

## SUSTAINABLE WORKING PRACTICES – Examples of our recent work

Over the years we've developed a wide range of tools to support our clients, including diagnostic instruments, guidelines and checklists. We always work in partnership with clients and our consultancy solutions are tailored to your issues. As part of the process we will tailor existing tools or develop new ones where appropriate. Listed below are some examples of the types of assignments we've undertaken.

### ◆ Diagnosing workforce issues, and guidance on implementation strategies

Our diagnostic checklists audit current policies and identify potential gaps. We have also developed specific questionnaires and/or run focus groups for clients enabling them to more closely identify key issues and how to address these. We recognise that take-up of policies is not always satisfactory and look at whether your policies are truly accessible for your workforce.

### ◆ Policy development

We were the first to draft a model Work-Life Balance policy, and have worked with our clients to develop supporting policies and detailed procedures. We are able to guide clients through the steps to successfully implementing new policies. Based on considerable experience, we can provide you with further guidance tailored specifically to your organisation.

### ◆ Facilitating the development of management skills

We regularly run workshops, briefing sessions and discussion groups for managers. These have all been designed to provide managers with the essential knowledge, skills and confidence to manage flexible working and other work-life balance arrangements.

### ◆ Enabling organisational flexibility

Enabling an organisational culture which embraces flexible working arrangements is key to the success of sustainable working initiatives. We have run workshops aimed at facilitating flexible mindsets in managers and staff for a number of our clients (including a London local authority and a media company).

### ◆ **Guidance on remote working arrangements**

A number of our clients, including a small charity, a television company and a Northern local authority, have been interested in extending the number of staff able to work from locations other than the main office. We have worked with them on developing guidelines for both staff and managers and have also built up a wealth of knowledge about the legal implications of this type of arrangement –both from the organisational and the individual point of view. Guidance on this topic has been distilled into practical manager and staff checklists.

### ◆ **Supporting and enabling individual work-life balance**

Focusing on key aspects of what is needed to make work-life balance succeed at the individual level, we have run workshops for staff and managers. For clients wishing to address individual needs in more depth, we can offer a range of workshops and other work-life balance tools.

### ◆ **Pilot projects**

Where culture change is a necessary prerequisite to the introduction of a sustainable working strategy, a well-planned pilot project can be a powerful way of achieving this. We have guided clients in planning, implementing and evaluating a successful pilot; and we can supplement this information with support for the roll-out stage.

### ◆ **Best Practice and Work-Life Balance accreditation**

Based on many years experience of working in the work-life balance field, we can advise on best practice using a range of benchmarks. Two of our clients have been accredited with the Work-Life Balance standard, and we also are familiar with the corresponding IIP module. We can provide client support through the accreditation process.