

Course Title: *A win-win approach for management and employees through the implementation of effective Work-life strategies*

AGENDA

9AM – 10.30AM

1. Introduction to Work-life Strategy:

- What is Work-life strategy?
- Different definitions and interpretations
- Current Work-life concerns of participants
- What are the conditions that would define an ideal environment? - Participant's Activity

2. Making a business case for Work-life strategy in the Training Service Industry

- Work-life strategy must support business deliverables
- Enhancement in productivity and employees' engagement

3. Overview of Work-life options available

- Flexi-time and telecommuting
- Leave benefits
- Employee support schemes (ESS)

4. Developing a Work-life culture

- Getting employees' input to create a buy-in
- Getting support from top management
- Importance of job redesign

MORNING TEA BREAK

10.45AM – 12.30PM

5. Understanding your employees' Work-life needs

- Making a personal choice
- Usage of different tools to gather data: interviews, surveys, current employee handbook
- Any personal trade-offs between the quality of work
- Activity – Questionnaire

6. Flow-chart: Requesting for flexi-work arrangement

- Role of HR in the request for flexi-work
- Proper reporting and communication channels

7. Managing Work-life issues: Roles and Responsibilities

- Issues relating to trust, empowerment and flexibility
- Guidelines within a flexi-work environment
- Role of supervisor versus role of employee

LUNCH BREAK

1.30PM – 3.30PM

8. CASE STUDY & PARTICIPANT'S PRESENTATION

- *Flexitime & Telecommuting*

9. Implementation of programmes, policies and benefits

- Time-line of project to be identified
- Expected resources needed
- Pilot project versus company-wide implementation

AFTERNOON TEA BREAK

3.45PM – 5PM

10. Performance Management under a new work arrangement

- Importance of qualitative versus quantitative measures
- Importance of reliable and valid measurements
- Issues relating to perceived fairness and adequate compensation equity
- Example of KPIs used by other organizations

11. Evaluating the Work-life project

- Feedback from all stakeholders
- Iterative process that leads all the way back to the planning and implementation stage of the project
- Moving forward: the next big step

12. Summation

ENJOY YOUR WORK & LIFE! Have a safe journey home!