



Technical Requirements Online Programs Fact Sheet

1. Creating Flexible Work Program

The Creating Flexible Work Program is a self-driven, online education program. You have up to 2 months to complete the online program.

Devices

The program should work on most devices - such as computers, laptops and tablets - however the content may be difficult to read on a Smart phone.

Web Browsers

Your web browser must have cookies enabled for this to work. Otherwise the program content will not default properly and you might find it difficult to read and see some of the content.

We have also noticed that while Safari, Google Chrome and Firefox support this type of online program, some versions of Windows Explorer make it difficult to read and work through the learning program. If you are having problems accessing the Changing Circumstances Learning Centre or experiencing issues with program content while using a version of Windows Explorer, we suggest you download either Google Chrome or Firefox so that you can view the programs easily.

Printing

There are a few modules where you will need to:

- print the content you have developed in the program
- print information you have selected relevant to your environment
- print tools from the resources area.

In most cases a print function is available within the program and once you select 'print' the information should print to your nominated printer. In a few cases you will have to use your browser print function. To do this, once the content you would like to print opens in a new window, go to your browser's file option and select print. Or simply right click on the page and select print from the context menu.

Formatting of Printed Material

When you print your material from this program the printed format may seem a little unusual in some instances. This is because the developers needed to work within software constraints. This software isn't used to being used in this unique way. We are however working on refining the formatting for the printed material.

In the meantime remember that the information you are printing, with the exception of the business case (from the resources area), the Outputs and Activities for your job (directly from module 3) and the Action Plan (also from the resources area), are really only personal working documents for you to review and make decisions about. All other information that you print will inform further decision making for Action Plans and Business Cases.



2. Refining Flexible Work Program

The Refining Flexible Work Program can be booked online via the Changing Circumstances Learning Centre. You have the option of choosing when you would like your 45-minute coaching session.

Applications

To video chat, we use Skype or a training plug in, which is part of the Changing Circumstances Learning Centre. If you prefer Skype, you will need to have downloaded Skype and provided your Skype details to us. The benefit of a training plug in is, after sending you the link to set up, you can record the video chat.

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How to Get Started

Simply select the green button which is located on the Changing Circumstances website to go to Changing Circumstances Learning Centre, or contact us for more details.