



Learning Program 1: Creating Flexible Work Fact Sheet

Time for a change?

For Organisations

Are your work practices inflexible and driving talent out the door?

Do you need to reduce some of your full time, equivalent workforce due to economic factors but want to retain your valuable workforce?

For Individuals

Are you considering reducing the hours at work leading up to retirement, but not wanting to step away from work entirely?

Are you creating or expanding your family and full time work isn't a practicable solution?

Have you been away from the workforce due to an illness or disability and would like to return in a flexible capacity?

Do you think full time work is getting in the way of valuable life pursuits and need to find a way to reduce hours spent at work?

If you've answered yes to any of the above then the program Creating Flexible Work is for you!

This program has been created for all individuals to explore how they can change their workload to accommodate flexible work. The program supports you to carry out a number of diagnostics within your work and personal environment. You will analyse why your environment is the way it is and then explore what you can do to change it.

The Tool Kit

There are frameworks, methodologies and tools in this dynamic tool kit to help you explore and create the right Flexible Work Outcome for you. Collaboration with others in the program will also help you find solutions. Plus, we provide you with tools to follow up your findings and present them to your organisation.

This program has an element of out-of-program work. You will need to collect and research information, as well as analyse that information and determine what you need to do next.

You will need to print some of your contributions while you are doing the program, mainly to help you identify how you are going to change your full time work to flexible work. If you are considering the next part of the program – Program 2: Refining Flexible Work - these printable contributions are important to this later program.

Learning Outcomes

- Understand the different types of flexible work options and which ones may work for you



Changing Circumstances



- Understand your organisation's culture and where you can receive support from others to implement flexible work
- Use a thorough diagnostic process to view what you do at work and analytically rearrange your job to suit flexible work
- Understand who you are and what it is your are capable of changing to support flexible work
- Critically view what you do in your personal life and analytically decide what it is you can change
- Share and receive ideas from others using our collaborative space
- Learn new frameworks, methodologies, tools and templates all of which are provided to you to support your working flexibly

Study online or in person

Program 1: Creating Flexible Work is available online at the Changing Circumstances Learning Centre and in a facilitated workshop format.

Online

- Self-paced with up to eight weeks to complete the program
- You can do the program when it suits you
- You might do the program with others in your organisation or independently
- Receive ideas about your experiences from others who are doing the program through our online collaboration space

Workshop

- Has a mixture of self-pace and small group activities
- A two day workshop
- Great for those who prefer face to face
- The workshop is offered to groups in organisations, or a public schedule is available
- Contact us for more information about the Creating Flexible Work workshop

Cost

- To complete the online program the total cost is \$480 (inc GST)

Cost

- Contact us to for a quote*

* The workshop can be delivered in a number of different ways and the number of participants can vary. We do like to cap participant attendance to eight people. This ensures that everyone receives what they need from the workshop.

Who we are?

Changing Circumstances supports individuals and organisations to manage change. We are experienced professionals who have a strong background in Change Management and Human Resources. We work flexibly ourselves and have drawn from our extensive personal and professional experience to develop these programs.

Technical Requirements

Please see the Technical Requirements link located on the Work Life Program page (far right on the Changing Circumstances website).

Ready to get started?

Simply select the green button, located top right, on any of the Changing Circumstances web pages. You will be taken to the Changing Circumstances Learning Centre, or contact us for more details.