

# Driving a Successful Flexi Work Arrangement (FWA) as Managers (ONLINE)

## Course Objective

Flexibility and work-life support are fast becoming the key drivers of employee commitment and flexi-work practices will be viewed as an integral part of workplaces. While companies can have FWA as work-life strategy, the implementation of FWA needs to take a more human-centric and practicable approach, to ensure that the principles and essence of FWA is adhered to.

## Target Audience

This course is designed for Human Resource Managers and People Managers, implementing FWA policy and procedures or are new to managing staff(s) under FWA.

## Learning Objectives

Managers will be able to:

- Evaluate employees' FWA application(s) objectively based on the needs of the job and the employees
- Communicate with empathy on the FWA application outcomes within organisational timeline
- Set and manage work expectations and appraise FWA employees' performance fairly based on work outcomes
- Adopt an agile and flexible mindset in managing the mobile workforce with trust, rapport, and empathy
- Maintain the professional and organisation code of conduct and accountability to resolve employees' challenges through FWA implementation

## Course Outline

- Overview of the types of FWA and their benefits
- Key Success Factors to ensure effective implementation of FWA policies and processes
- Guidance for Flexi Work Effectiveness when
  - (a) evaluating and managing requests for FWA
  - (b) assessing and managing performance of staff on FWA
- Case discussions and applications

## Method of course delivery

- Interactive lectures, group discussions and sharing
- Case studies, peer learning and self-reflection for action planning

Duration : 3 hours  
Course Fee : \$192.60  
(inclusive 7% GST)

**For registration, go to [www.snef.org.sg](http://www.snef.org.sg) under Training and Course Category "SNEFdigital"**

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