



# Flexible working Getting it right

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## Flexible working - getting it right

Flexible working covers lots of different ways of working. Shortened hours, term-time working, flexi-time, working from home – they're all flexible working. Whichever type(s) of flexible working you offer your people, you'll find it really helps your business.

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The people who work for you have duties outside of their jobs. By offering flexible working you can make it easier for them to balance their commitments. This will lead to lower stress levels and better performances.

Flexible working also helps businesses to attract and retain talent. More people will want to join your business, giving you the pick of the most qualified, able candidates.

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Another advantage of flexible working is that it will save your business money in overheads. Two people in a job share use just one computer, while someone working from home has no need for a desk.

### Before you offer flexible working, here are a few points to remember:

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- Which jobs in your business would work flexibly and which would not?
  - Would some processes need to change – for example, regular meeting slots?
  - How would your IT systems need to be updated?
  - Could you use remote working tools like Skype and conference calling?

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The types of flexible working you introduce and the people they're available to will depend on the type of business you run, its size and your ambitions. However, flexible working often brings new energy and enthusiasm to businesses and the people who work for them.

