

# Checklist: introducing and embedding flexible working

Key elements of a successful strategy include:

- ▶ Consultation
- ▶ The business case
- ▶ Senior sponsorship & vision
- ▶ Role analysis & design
- ▶ Flexible recruitment
- ▶ Technology, policies, processes
- ▶ Communications strategy
- ▶ Support & upskill line managers
- ▶ Champions, role models, case studies
- ▶ Monitor, refine, measure impact



- ▶ For advice about how to put this into practice, please contact [employers@workingfamilies.org.uk](mailto:employers@workingfamilies.org.uk)