

Worksheet 3

Preparing for the initial meeting discussion

To help facilitate the conversation during your one-on-one meeting with the staff member, you can use the questions below as a guide when addressing the staff members' FWA request.

The outcome of the discussion should allow you to make an informed decision and determine if the FWA will be a successful experience for all parties involved.

To help prepare you for the conversation with the staff member, please look at the questions below.

Pre-Implementation

1. What FWA option are you requesting?
2. What are your current work responsibilities?
3. What is the proposed duration of the FWA?
4. Does your past performance history suggest that an FWA will be successful for all involved?

Nature of Work

1. How will your job responsibilities and work output be maintained?
2. Does the nature of your work require you to collaborate with other staff members?
3. If yes, can the team provide coverage for functions handled during your absence?
4. Can you perform your job duties/responsibilities without frequent supervision?

Communication

1. How will you ensure business continuity in communicating with your colleagues and clients while on your FWA schedule?
2. What is the best way to maintain frequent communication about the status of your work?

Review

1. What is the best way to properly monitor your work output?
2. How much notice is required by either party if the FWA agreement needs to be modified or ended?



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