

FWA Implementation Guide for Staff Members

Worksheet 4

Maintaining a successful implementation of FWA

Once the request has been approved by your supervisor, the list below can provide you with the guidance to maintain a successful implementation of FWA.

<input type="checkbox"/> Focus on performance and results.
<input type="checkbox"/> Demonstrate your continued attention and dedication to meeting and/or exceeding performance expectations.
<input type="checkbox"/> Establish clear objectives and expectations with your supervisor and make sure that your accomplishments, outcomes and deliverables are visible to supervisors and co-workers, as appropriate.
<input type="checkbox"/> Consider the needs of the Organization and your team.
<input type="checkbox"/> Be flexible. Remember that the demands of the Organization may occasionally make it necessary to be in the office at times you might otherwise be working off-site.
<input type="checkbox"/> Be proactive. Communicate project status, potential issues and next steps to appropriate stakeholders.
<input type="checkbox"/> Invite and encourage feedback from co-workers and supervisors. Be open to feedback both positive and negative.
<input type="checkbox"/> Be accessible and responsive. Use appropriate technology to stay connected with your supervisor and co-workers.



United Nations – Office of Human Resources Management Leadership, Development and Human Resources Services Division Career Support and Performance Management Section