

THE FUTURE IS

THE
FLEX



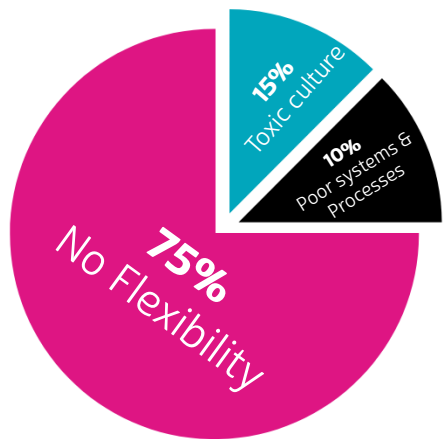
THE ULTIMATE GUIDE

Traditional workplaces are perceived as bureaucratic and old-fashioned. The 9-5, thought to have been established by Henry Ford to run his factories more efficiently, has long been seen as the working standard. Whilst there are roles and industries that will have to maintain 40-hour weeks, shift patterns and overtime, the pandemic has allowed us to press reset on office roles.

As with any change, there's been resistance, mainly due to a fear of the unknown. We've put together this myth-busting guide to help you establish the best route for your business.

how do we know?

The Future is Flex



REASONS PEOPLE ARE SEEKING A NEW ROLE

In 2021, the number one reason people are registering with us is due to a lack of flexibility in their current role.



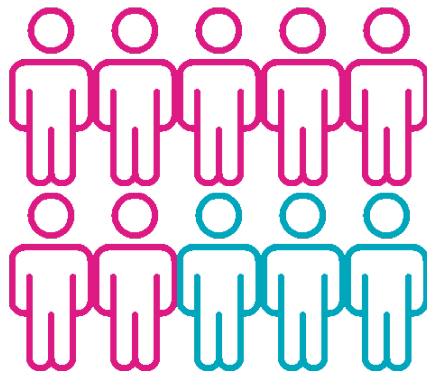
84% of over **2740** respondents

to a recent We Are Adam poll would like to trial a 4 day working week to increase their work life balance.



WOMEN OVERWHELMINGLY VOTED FOR A 4 DAY WEEK

Only 10% of respondents voted no. Interestingly this group, who were largely male, were the most vocal in the comments.



A WHOPPING 7 IN 10 PEOPLE WOULD NOT

go forward for a role if it does not offer some form of flexibility such as hybrid or agile working patterns.

FANCY GETTING

5

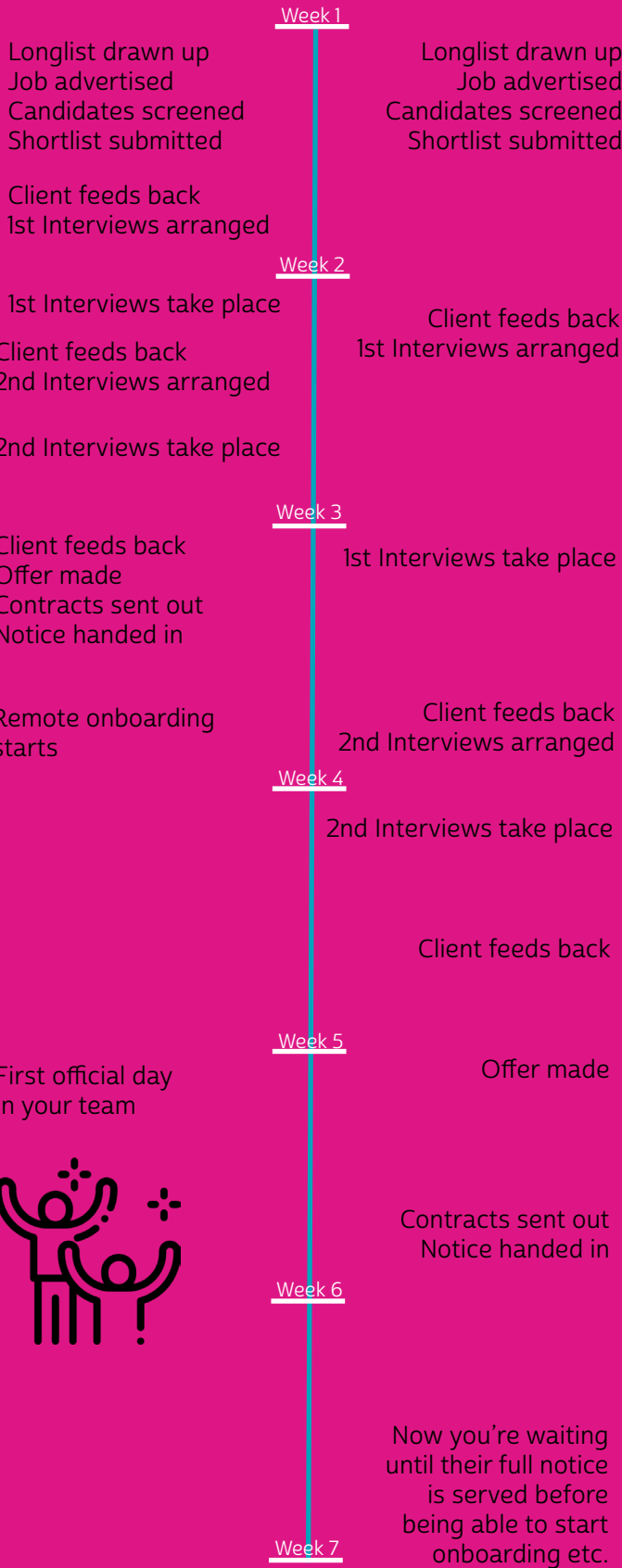
EXTRA HOURS PER EMPLOYEE?

Did you know the average UK commute is 59 minutes? By allowing people to work from home, they could gain on average half a day every week. Some of our team have gained an additional day just by no longer commuting.

TYPICAL HIRING TIMELINE

REMOTE VS TRADITIONAL

CLIENT BRIEFS RECRUITER



CAN YOUR BUSINESS AFFORD THIS?

Lets say you have 25 employees in total. You lose 20% of them over the next 6 months due to a lack of flexibility. The average costs associated with the turnover of a single employee is £27,000.

With some simple maths we can see that it would cost your business ...

$$£27,000 \times 5 = £135,000$$

Get in touch for more info. Our team can work with you to produce a bespoke figure.



Based on candidates with "HR" on their CV.

The bigger the search area, the more talent there is. If you offer remote, you can have access to GLOBAL talent, not just local.

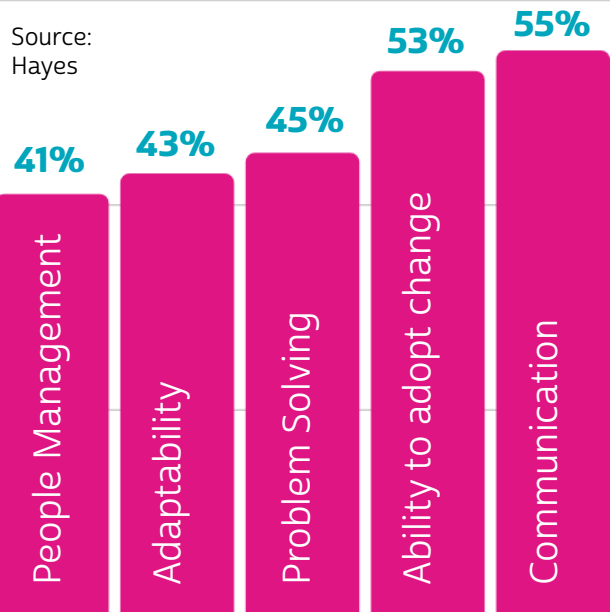
ONLY **7.5%** of people surveyed would be happy with a full time return to the office.



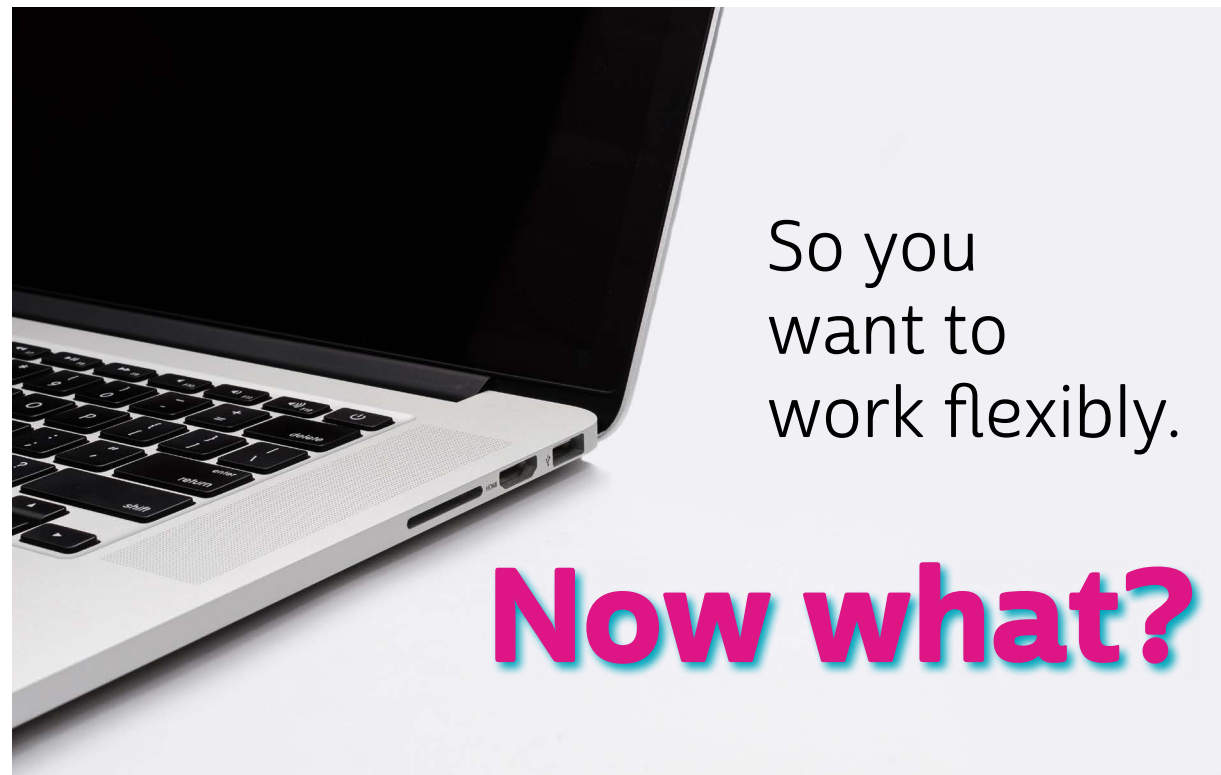
Pros of Async Comms

- No travelling to meetings.
- No more waiting around for diary availability.
- Time to concentrate fully.
- Freedom to create & innovate.
- Create a more inclusive workplace for parents, neurodivergents, introverts and those with disabilities

SOUGHT-AFTER SKILLS



The most in-demand skills in the UK are those most often associated with successful remote working practices. Are you missing out?



First establish what YOU mean by “flexible” working.

It’s a term that’s been banded around a lot in the last 18 months but without any clear definition, and it may not suit your needs.

There are many factors to flexible working including;

- Part time hours (anything less than contracted full time, including 4 days a week)
-
- Job sharing (two or more people share a full-time role between them)
-
- Flexitime (employees chose, within limits, when to start and end their work day)
-
- Compressed hours (full time hours worked over less days, such as 10 hours x 4 days)
-
- Remote work (all or part of their week is at a location remote from the workplace)

Some roles may be better suited to remote, agile or hybrid working than others, so be sure to consider this in your business analysis before making any decisions.

What are the alternatives?

Agile working empowers its people to work wherever, however and whenever they choose. It offers maximum flexibility and minimum constraints, enabling your employees to do their best work through self-management and asynchronous communication.

A more common term in 2021 is **hybrid** working. There’s no clear definition yet, but the understanding is that employees work partly remote, with the remainder of their time at the workplace. Unlike agile practices, employees are expected to attend the office on certain days and work traditional hours.

Remote work allows employees to work outside a traditional office environment. Instead of commuting to work from a designated desk, they can complete their responsibilities from any location they choose.

Remote work often comes hand in hand with a **distributed** workforce. Whereas remote workers are frequently part of an office-based team, a fully distributed workforce can be situated anywhere in the world. Remote workers can often

be siloed, but distributed businesses have invested heavily in keeping their employees connected through technology.

The best route forward when it comes to implementing a new workplace model is to survey your employees and offer them each a bespoke solution. If this isn’t possible, which could be due to customer demands, perhaps forming two or three working patterns that employees can choose from would be a satisfactory compromise.

How will you manage these differences?

You need to decide if you would like this to be a formal change, such as to the Terms of Employment, or by introducing a flexible working policy to the Employee Handbook, or if an informal arrangement is better suited to your organisation.

Informal agreements can be managed by line managers directly, but you do need to be mindful of it becoming an ‘expected benefit’. It might be best to seek advice from a HR professional or employment lawyer before making a final decision.

Managing a remote workforce

One of the biggest reasons cited for not offering agile working arrangements is trust. Managing remotely challenges leaders to think differently, but we've already proven it can be done.

Frank Weishaupt, CEO of Owl Labs, believes we are already familiar with how to manage an agile workforce, "the challenges remain the same: ineffective communication. As an employer, it is critical to maintain a community for all workers despite their physical location, and require manager training specific to remote workers as well as provide the latest technological advancements in digital collaboration tools across the organisation."



Harvard Business Review highlighted 5 simple techniques that put your faith in employees whilst still allowing managers to have oversight of productivity and output.

Establish daily check ins.

One is plenty, and at the start of the day is most common. Catch up on successes, pitfalls and delays, provide support with solving problems and relay any major news within the team or wider business.

Utilise tech for communications.

Create a dynamic, efficient workforce who can work without interrupting their colleagues focus. Working remotely forces teams to collaborate in ways they never have before, encouraging innovation.

Set rules of engagement.

Be clear on your expectations for frequency, means and timing for communications. Being clear on what works for the individual will optimise your ability to communicate effectively.

Be human.

Offering sensitivity around the challenges of a work life balance demonstrates true leadership. Chances are, if you are struggling with something, your employees are too.

Give clear expectations.

Be specific with deadlines and set realistic KPIs. Empower your employees to manage their own performance. When given accountability for their output, employees tend to thrive rather than falter.

Why your new policy and an EVP are your most powerful recruitment tools.



Now that you have successfully implemented your new policy, how do you use it to attract the most talented people to your business?

The working world is changing, and candidates can be much pickier when choosing their potential employers. It's about much more than just salary nowadays; candidates will often look at the ethics of an organisation and how they treat their people. We have already seen demand for remote, hybrid, or agile vacancies soar, and some candidates will turn down a role that they would have previously accepted, simply because they do not allow some form of agile working.

"What's in it for me?" is usually one of the first questions a potential candidate will ask themselves before applying for a role, so you should always make sure that your EVP (Employer Value Proposition) is clearly laid out on your website and in any job adverts. Your EVP will be a critical tool in the battle for talent - particularly as the candidate market heats up, becoming global as more skilled workers exit the UK job market.

An effective EVP aligns your employees' entire work experience, from culture, mission and values to total rewards and job role. Done well, it increases employee engagement, attracts and retains top talent and even improves the financial performance of your business - which is why it is so important to consider your EVP

when you are looking to hire.

Agile and flexible working policies can also go a long way when it comes to achieving better equity and inclusion for your business. Flexible working is favoured by single parents, closely followed by the BAME community.

By removing geographical restrictions, strict working hours, and a need to be on-site every day, you get greater access to the best talent, and creates opportunities for people who may not have been eligible for them before. In 2020, we proved that the 9-5 simply isn't needed, and that with greater flexibility comes greater productivity.

By offering your employees the option, you're opening up the world of work to many people who have been traditionally excluded by strict, structured work environments, giving your business access to a wider pool of talent.

Would you rather hire the right person, or someone who doesn't quick tick all the boxes but lives 15 minutes from your office?

[Click here to read more about defining your employer value proposition in our detailed blog.](#)



If you don't have an internal HR function, implementing these policies can seem like a herculean task. That is where we can help.

We're passionate about helping businesses like yours flourish; to support entrepreneurs wanting to do good, improve job opportunities, spread good practice, and create the resources that enable social development and improved welfare. So, if you need support growing your business, we're here for you.

2020 was a year of reflection. 2021 is a year of change. The question is, will you adapt and reap the benefits, or are you continually changing just to stay the same?

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