

## Flextime, Shift and Time Zone Strategies

This customized workshop helps individuals and their companies deal with one, two or all three of these larger scale time-related challenges. The duration of this workshop depends on the number amount of topics covered.

### **Flextime**

Creating flexible working hours requires a careful balance of understanding between employees, work responsibilities and technology. This session describes some of the best practices around FlexTime and analyzes how they might fit in your workplace. Topics discussed include:

- centering work around core hours
- identifying task types, e.g. in-person meetings, self-directed work
- using remote access technology
- working from home
- the compressed workweek
- staggered hours
- the hybrid workday (remote and on-site in same day)
- generation attitudes towards work time
- issues around "facetime" and perceived absence
- essential planning, communication and control techniques.

### **Shift work**

This segment delivers key techniques for ensuring employees survive shift work, especially days-nights-days in a healthy and safe manner. Topics include:

- understanding circadian rhythm and natural cycles
- techniques for ensuring alertness and safety during night hours
- techniques for decompression and sleep
- dealing with sleep problems
- diet and nutrition for shift work
- preparing for the switch between day and night shifts

### **Time Zone Strategies**

Techniques for coordinating teams of employees, as we as customers and suppliers across time zones and around the world. Topics include:

- establishing core hours and accessibility policies
- using asynchronous alternatives such as online collaborative environments
- capitalizing on technology for efficient live communications.