

TOP TIPS FOR PART TIME WORKING

BEFORE APPLYING :

- Identify whether part-time working really is the best alternative to meet all your needs. Compare the pros and cons of each option.
- Assess the impact part time work will have on your finances for the period you're planning to go part time e.g. if your child goes to school or a relative becomes dependent upon you ?
- Anticipate the likely attitude of your organisation to your request. Do others have similar arrangements? This will help you manage your expectations of what might be agreed.
- Be honest with yourself about how part time hours will work for you in practice. Will you really be able to juggle your responsibilities ? Will the business be able to cope if you are around less?
- Talk to other part timers in your organisation about their experience of applying for and working in a part time capacity within your business.

MAKING AN APPLICATION FOR PART TIME WORKING

- Informally sound out your manager or your HR Advisor to understand any potential concerns or objections.
- Understand and use the correct application process.
- Give as much detail about the practicalities as you can.
- Be as flexible as possible.
- Give as much notice as you can of your wish to enable your organisation to consider it and to discuss variations with you.
- Offer to trial the new way of working for an agreed period of time to see if it works for both sides.
- If your request is unsuccessful, ask for detailed feedback so you can assess if there's room for manoeuvre.

GOING PART TIME

- Monitor what is being required of you against what you are delivering and compare this to a full time employee. This will help ensure that both parties are getting a good deal.
- Set up regular review meetings with your line manager to assess the ongoing effectiveness of the arrangements. This will help you identify potential problems early on and address them before they become a real issue.
- Respond assertively to any challenges you receive about your part-time working – be open minded about amending your arrangements but also be confident about the value you provide in the hours you work.
- If and when you want to change your working arrangements, approach it in the same way as you did when seeking the initial change. Be sure to give the organisation ample notice and be prepared to respond to any potential objections before they arise.

If you are negotiating for part time work, greenfields can help you understand your part time work rights and enable you to gain the benefits of part time working, we specialise in helping people who currently work full time who are deciding career changes where one of their goals is to have part time working hours. So if you are considering becoming part time staff call Michelle today on 07717 122950