

IS PART TIME WORKING RIGHT FOR ME?

Can you work effectively part time?

This self assessment questionnaire has been designed to help you think through whether working part time will suit you in your present role and organisation. It will also help you to review how you can be effective when working part time. It is supported by a number of complementary tools which can be accessed via our web site www@wisework.co.uk. Our definition of part time is less than 30 hours a week.

You can use it as a self reflection tool or as the basis of a discussion with your manager, human resource officer, coach or other supportive person.

As time progresses we experience many changes in our working, social and home life. As this happens, different types of working arrangements become more, or less suitable for us. You should therefore make frequent reviews of your requirements to ensure that your current working pattern is still appropriate to your needs.

The questionnaire has a number of statements which you are asked to score depending how well you feel that statement represents you or your views.

The self assessment scale is:

- 1 I strongly disagree with this statement***
- 2 I disagree to some extent with this statement***
- 3 I neither agree nor disagree with this statement***
- 4 I agree to some extent with this statement***
- 5 I strongly agree with this statement***

There are no right answers. Please take time to think about how you work and what you want from your working environment. Be as honest as you can as this questionnaire is designed to help you think about how you can effectively work part time. The questionnaire should take you no more than 15 minutes to complete.

Completion of this questionnaire does not mean that your request to work part time or change your hours of work will be accepted by your manager, human resource department or organisation.

	Strongly Disagree	Disagree to Some Extent	Neither agree nor disagree	Agree to Some extent	Strongly Agree
1. I am clear about the personal benefits to me of working part time					
2. I am clear about the organisational benefits of working part time					
3. I think the targets for my role are appropriate for the hours I work					
4. I am clear about my personal objectives and the standards/targets required					
5. I am confident that I can monitor my work in terms of the achievement of the required standards/targets					
6. I have the support of my manager					
7. I have the support of my colleagues, including peers and staff					
8. My organisation is supportive of part time working					
9. I have access to all the ITC services I need to work effectively part time					
10. I feel confident in my ability to use the ITC I need to do my job					
11. I am able to identify my personal development aims and needs					
12. I am confident at identifying solutions to my development needs and know how to access them					
13. I have agreed how I will communicate with my manager					
14. I have agreed how I will communicate with my colleagues					
15. I have agreed how I will communicate with other stakeholders					
16. I have agreed how I will communicate with other contacts					
17. I am aware of the part time working policies and procedures					
18. I have taken steps to ensure I can remain aware of organisational policies and procedures relevant to my role					
19. I have agreed how work will be handed over to colleague(s)					
20. I have thought about how my working pattern will fit with organisational demands to attend team meetings, training, committee meetings, briefings					
21. I have made arrangements for emergency contact and agreed if or when and how such contact may be made					

	Strongly Disagree	Disagree to Some Extent	Neither agree nor disagree	Agree to Some extent	Strongly Agree
22. I am able to effectively manage my time and effort to achieve my targets					
23. My manager trusts me to manage myself to deliver my work on time and to standard					
24. I feel confident in prioritising my work - spending more time on important activities and less on the trivial					
25. I feel comfortable working in teams					
26. I have discussed any identified impact with those affected by my change in working style					
27. I have agreed how any impact on others will be monitored and will be managed					
TOTALS					

PERSONAL ACTION PLAN

1. Review your responses to the statements above.
2. Are you sure that your responses are honest and correct?
3. Look at the specific questions to which you have either answered disagreed strongly or to some extent or chose neither as your answer.
4. Is there a pattern to the statements or any similarity between them?
5. What do you think you need to do to ensure that you can agree with the statement?
6. Next look at the statements you agreed with.
7. Is there a pattern to these?
8. What can you do to build on these positive indicators?
9. Consider your final total, if you did not answer a question include a score of 3 for that questions to fit into the analysis below. A score of

100 -135 You will find part time working both effective and rewarding and have minor issues which you should be able to resolve

80 – 100 You may have some issues that need to be resolved but you should be able to work effectively in a part time manner

54 – 80 You may benefit from reconsidering or negotiating clearer arrangements for part time working

0 – 54 You have a number of challenges ahead of you which need to be resolved before you start working part time.

We have suggested a format for planning your actions in response to the results of this questionnaire. These actions could take the form of some of the following:

- Personal reflection
- Discussion with mentors ; coaches; close friends
- Discussion with your manager
- Discussion with Human Resource/Personnel staff
- Training in skills such as the use of the technology
- Team meetings to agree shared ways of working part time

Please note here the action you intend to do as a result of completing this questionnaire, or those issues you wish to discuss further with interested parties.

What I need to do?	By When?	What will measure success?	Who will I need to help?
Establish working arrangements: clear targets, boundaries, working practices			
Skills, ITC and facilities needs and any development requirements			
Personal issues e.g. work life balance			
Other			

Disclaimer

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