

## PRESENTER



### **Julia Shallcross, KiwiBoss, Christchurch**

Julia is a qualified employment lawyer, who specialises in people management training to help businesses create better workplaces. As director of KiwiBoss, she delivers training on human resources, employment relations, and privacy law. Julia trains corporate groups in-house, regularly presents webinars for CCH Learning, and delivers training through Canterbury Employers' Chamber of Commerce. She is an employment columnist for the NZ Herald.

Cover and text stocks used in this publication are from Forestry Stewardship Council certified mills, manufactured under the environmentally responsible paper manufactured environmental management system ISO 14001, using pulp from well managed forests and other controlled sources.

## Contents

Introduction .....	1
Training outcomes .....	1
Topics covered include.....	1
Flexible Work in the Legal Profession .....	3
Who wants flexible work? .....	3
Benefits of flexible work .....	3
Types of Flexible Work.....	5
Informal flexibility.....	5
Formal flexibility .....	5
How to Create Flexible Work Within Your Organisation .....	9
Legal requirements .....	9
Process to create flexibility.....	9
Strategy.....	10
Workplace policies for flexibility.....	10
Culture change .....	12
Inclusive of all staff .....	12
Measure for success .....	12
Case Studies .....	13
Law firm leader in flexible work.....	13
Partner with flexible hours .....	16
Remote worker with paperless practice.....	18
Flexible legal services provider .....	20
Managing Challenges of Flexible Work.....	23
Supervision and trust .....	23
Health and Safety – overtime and home offices .....	24
Technology and confidentiality.....	25
Career progression.....	26
Training and Networking Opportunities .....	27
Type of work .....	27
Communication.....	28
Managing clients' expectations .....	29
Summary of Key Solutions .....	31
References .....	33