

Reimagining the way we work

As many businesses reopen their workplaces and employees start returning to their normal work environments, HR is tasked with guiding their organisations through new ways of working.

Reimagining the way we work should take into account the health and safety of employees, the potential restructuring of working teams, the preference of employees to work flexibly and the ensuing embedding of new HR policies and procedures.

Use the below articles, insights and templates to inform the way you approach Reimagination in your organisation:

1 Prepare a Day 1/Week 1 Plan

Ensure a Day 1/Week 1 Plan for the workplace is implemented to meet health and safety requirements (including any adjustments to meet the Government's most current COVID-19 guidelines).

[Day 1 / Week 1 Plan template](#)

2 Work out what the long term 'new normal' will look like for your business

Identify what's been working well for customers, employees and cost management during lockdown. What does your business want to keep/change/stop doing going forward?

 Read this interesting KPMG article, *Our New Reality: Predictions after COVID-19*, to reflect on what the 'new normal' might look like for your organisation.

[Read Now](#)

3 Understand each employee's circumstances and preferences for future work arrangements

 Survey your employees about their future work preferences.

[Download Template](#)

 Use the Personal Situation Plan to formally record individual employee work arrangements.

[Download Plan](#)

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Prepare employees to step into new ways of working for the long-term



Remote Working Whitepaper: When you need to get up to speed quickly.

[Read Now](#)



Prioritising your psychological safety.

[Read Now](#)

5

Explore team and management considerations

What job tasks can be performed remotely now and in the future? How will work and work teams be configured? And what are the challenges of working virtually in the long term?

Management challenges to consider may include:

- Arranging meetings with virtual employees / teams
- Understanding exactly what the employee is doing and when
- Managing performance fairly across virtual and non-virtual employees and teams
- Providing access to development and promotion opportunities to virtual workers
- Building the organisational culture when not all employees work together all the time
- Reorganising work: Where is it best performed?
- Suitable options for work arrangements, e.g. staggered start/finish times, optimum split rosters.
- Essential work to be performed in the workplace
 - *Requests versus need to work from home or the office*
 - *Meeting format and protocols*
 - *Collaboration with physical distancing*
 - *Connectedness*
 - *Communication*



Check out AHRI's range of short courses that can assist you and your organisation in managing employees and teams – for example, Managing Virtual Teams, Flexibility in the Workplace, Having Difficult Conversations, Leading Through Change.

[Learn More](#)

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6 Embed the new ways of working in your organisation's HR policies and procedures

Sample HR policies and procedures and practical information can be accessed via AHRI's member only content on AHRI:Assist.

Here you can find information on:

- [Flexible work arrangements](#)
- [Recruitment](#)
- [Onboarding](#)
- [Managing performance](#)
- [Telecommuting agreement](#)

For more insights into reimagining the way work is done, read the following HRM Online articles:

[Return to work: How should we restructure the day post-lockdown?](#)

[Which teams need to be in the workplace right now?](#)

[Designing a COVID-safe workplace](#)

[Should Australians be wearing masks at work?](#)

[Remote working requests and COVID-19: A legal refresher](#)