

How to Convince your Boss you should Telework

Congratulations! You've decided you want to telework. Now you just need to convince your boss that it's the right thing for you, the planet *and* the organization.

Telework, like other employment perks, requires a good solid business case. While your average employee has been singing the benefits of telework for well over two decades, the rate of growth has been somewhat lacking. Why? A number of common myths surround the practice of telework, most common being that if you can't see your employees working, then they won't be productive.

The following step-by-step guide will help you navigate your way through this process, with the end result being a mutually-agreed upon telework program.

- 1- **Investigate:** does your organization already have a telework program? Chances are, if they do, it is relatively buried within the HR organization. If you discover a formal program, enlist the help of HR to help you navigate through it for best results. Ask to speak to other participants; has it been effective for them?
- 2- **Know your company/boss:** Like any good sales pitch, make sure you are speaking to your boss and organization's hot buttons. Are you getting cramped for space in your department? Is the organization looking for ways to contain costs? Are they looking for tangible environmental initiatives? These are all compelling reasons for the company to want to integrate a telework program.
- 3- **Do your homework and put it in writing:** the more information you have to support your business case, the more likely you are to recognize a positive outcome. For example, refer to the *What's in it for my Business* section in www.workshiftCalgary.com. Additionally, know the answers to the following:
 - a. Are your company's competitors offering flexible work arrangements?
 - i. Knowing the answer to this will help normalize the practice
 - b. Are you a good candidate for telework?
 - i. How will you make it work?
 - ii. Outline your successes and what makes you an ideal candidate
 - iii. Sell yourself- what makes you an employee that they want to keep?

- c. What's in it for your boss or company?
 - i. List the potential savings
- d. Propose a schedule: When and how often will you telework?
 - i. Its probably best to start with 1-2 days/week on a 3-month trial basis
- e. How will your success/progress be measured?
 - i. Document your suggestions.
 - ii. Make it easy for them
- f. How will I know you are working?
 - i. Help your boss understand how not to confuse good management with close management.
 - ii. Demonstrate ways that your productivity can be measured remotely.

Make it a very viable *business case* that removes the personal elements. For example, It is best to avoid arguments like "I want to spend more time with my kids", even though that is a very likely side-benefit of a flexible work arrangement.