

Flexible Working Practices

One-day Seminar

24 June 2009

The Forum | The Campus | Bryanston



www.kr.co.za



The term “Flexible Work” covers all the innovative ways employers and employees can agree to structure work to accommodate business and individual needs, including working hours, locations, or patterns of work. Flexible working represents an opportunity for both businesses and employees to improve the effectiveness of working in their organization. There is no denying that allowing staff the opportunity to work flexibly is becoming key in *recruiting, retaining* and *engaging employees*.

The SHRM (The Society of Human Resources Management) compiled the results of 31 studies that identified flexible work hours as contributors of:

- » **Increased productivity**
- » **Reduced absenteeism**
- » **Increased employee loyalty**

SHRM also indicated that 21% of employers currently allow teleworking on a full time-basis and 35% allow it on a part-time basis.

The World at Work Survey for 2008 revealed more U.S employers offering teleworking as a means to attract employees and retain current ones. Approximately 17.2 million employees worked remotely at least one day a month in 2008, this figure was up from 12.4 million in 2006 – a staggering **39% increase**.

The main reasons for the increase included:

- » **Increase in high speed and wireless internet access**
- » **Rising petrol and transportation costs**
- » **The trend toward more work-life balance**

Flexible working was traditionally seen as a “working mother” phenomenon, but this is all changing. More and more people are looking for flexibility within their jobs and if they cannot get it at their current employment, are looking elsewhere. The skills shortage is occurring throughout the world, companies have to think of innovative ways to retain talent. Research has shown that flexibility is a strategy that can provide companies with a competitive edge to get and keep skilled people. Not to mention a way of cutting costs in these challenging times.

This one day seminar on Flexible working practices will be practical and contain top company case studies. Come and learn how to take on the challenge of this new way of working.

Date

24 June 2009
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Registration fee

R 3 599.00
The above registration fees include VAT, lunch and refreshments, parking and seminar material.

Special Offers

- » Register 3 delegates and the 4th delegate attends **FREE OF CHARGE!**
- » Enquire about our specials for small businesses, NGO's and Academics!

Added value to enhance your knowledge...

Each delegate will be entitled to 25 % discount off the subscription rate for the following online magazines:



This online magazine offers articles that are authoritative and strategic by nature and they will provide fresh and original viewpoints to HR professionals. Focus will be shifted to International perspectives with specific implications for the HR practitioner in Africa. www.humancapitalreview.org



This online magazine focuses specifically on the Education, Training and Development fields and it features articles that are current and original. Articles are written by leaders in the ETD field and, although the articles are in depth, the emphasis will be on practical application. www.etdonline.org

About Knowledge Resources

Our focus is to bring you high-quality conferences, seminars and skills-building workshops that will add value in terms of knowledge and skills. The aim is to provide extremely good value for the time and money clients have invested.

Our expertise lies in knowledge about the various disciplines within business and management as well as the knowledge needs of the tertiary, public and private sectors. Event topics are carefully selected to cater for South African needs, without discarding international standards.

Our event titles are researched, practical and case study-related, ensuring we bring our clients up-to-the-minute information, at the same time providing first-rate networking opportunities with leading business colleagues and executives. We surpass on providing our clients with a business knowledge experience!

SETA accreditation

Many of our delegates enquire after our accreditation status. There is a misguided opinion that organisations can only claim their levies back if they use accredited training providers only. This is not entirely correct. In the Government Gazette (No.20865 of 7 February 2000), it is clearly stated that the Skills Development Levies Act (No. 9 of 1999) provides for recovery of a levy payment based on the submission of Workplace Skills Plans (WSPs), Workplace Skills Implementation Plans (WSIPs), and the submission of the names of Skills Development Facilitators (SDFs), and not on the basis of making use of accredited providers or NQF-aligned training and development events only.

PROGRAMME

- 7:30 - 8:30** **Registration and early morning refreshments**
- 8:30 - 8:45** **Welcome and introduction**
- 8:45 - 9:45** **Using flexible working practices as a differentiating factor in your EVP (Employer Value Proposition), ultimately contributing to the productivity of your business.** (case study of IBM)
Cathy Smith, HR director – IBM South Africa
- » The evolution of flexible working
 - From work/life balance to work life integration
 - » Work life integration in action
 - Programs and policies
 - » Workplace flexibility in a Global context
- 9:45 - 10:45** **Flexible Work Practices in British American Tobacco SA - Supporting Sustainable Talent**
Le Fras Mouton, Head of Employment Relations – British American Tobacco
- Positioning flexible work practices in British American Tobacco to ensure sustainable talent retention for the future.
- » Our journey to date
 - » Options considered
 - » Principles / Governance to consider
 - » Benefits / Risks to an organisation
- 10:45 - 11:00** **Morning tea**
- 11:00 - 12:00** **How and why to construct a business case for Flexible working arrangements** (case study Nedbank)
Ayn Brown, Executive Head: Human Resources – Nedbank Business Banking
- » Why is flexibility important in today's workplace
 - » How it can impact employee participation and organizational financial performance
 - » The Nedbank case study on processes followed to draw up a business case, and how to go about getting buy-in, participation and implementation of Flexible Work Practices
- 12:00 - 13:00** **A flexibility Friendly Workplace**
Sandy Mohonathan, HR director – Accenture
- Historically, Flexibility meant Flexible Work Arrangements. What is the **scope** that really needs to be addressed today?
- » Flexible Work Arrangements
 - » Worklife Balance
 - » Working Smarter
 - » Parenting Programmes
- 13:00 - 14:00** **Lunch break**
- 14:00 - 15:00** **Understanding the technology available to enable a dynamic workforce**
Nick Keene, County Manager – Citrix Systems South Africa
- » Moving beyond simple remote access solutions
 - » Virtualization as an enabler for flexible working
 - » Improving access security and compliancy when working remotely
- 15:00 - 16:00** **Working virtually or virtually working?**
Botha Kruger, Director, FutureLead
- The skills needed to become an effective flexible worker and manager.
- » Preventing employees from getting lost in flexibility
 - » Instilling good virtual team management and communications practices
 - » Skills training requirements for working together, but apart
 - » Practical tips, tools and tricks for flexible managers
- 16:00** **Wrap up and closure**

Sandy Mohonathan, HR director – Accenture

Sandy Mohonathan rejoined Accenture in 2008 as HR Director for Africa after 2 years with Microsoft in the role of HR Director, South Africa, and having previously worked for Accenture for over 10 years. Sandy currently holds responsibility for the full lifecycle of HR at Accenture – Africa. Sandy holds a degree in Psychology and a Higher Diploma in Human Resources, as well as certification in HR Alignment to Business and various Business and HR leadership courses completed over her years in the industry.

Sandy's career has taken her through some exciting challenges and experiences in HR, across Africa, the Middle East, Europe and India. She is passionate about developing human potential, and is known for her professionalism, commitment to mentoring, and her deep understanding of the impact of human talent on organizational growth. At Accenture, She is constantly driving to attract and retain the best people in the industry by providing an environment where they can develop professionally and build a rewarding career. She is a true believer in creating an environment rich in diversity that recognises each individual's uniqueness, values his or her skills and contributions, and promotes respect, personal achievement and stewardship.

Sandy has recently been recognized by the World HR Federation as an HR Leader who has demonstrated competency in Strategic Perspective, Business Goal Management, Risk Management, Team Orientation / People Management, Networking, Change Agent, Customer focused, Business Acumen, Performance Management and Achieving Excellence. She has been conferred with the Global HR Leadership Award by the World HR Federation. Sandy also sits as an HR Advisor on the World HR Congress.

Le Fras Mouton, Head of Employment Relations – British American Tobacco

Le Fras is an expert in the field of Employment Relations and has many years of experience within the HR field, both as HR generalist and ER specialist. He has held various positions across many areas within HR and has extensive knowledge of governance policies and practices required to ensure an innovative and sustainable people agenda. He is the chairperson of the Flexible Working Governance Body in BATSA and serves on various cross functional in-house forums and project teams.

Nick Keene, Country Manager – Citrix Systems South Africa

Nick Keene is the country manager at Citrix Systems South Africa, and oversees all operations at the international vendor's local office. He has been with Citrix since December 2003, and was previously systems engineer, responsible for the company's technical pre-sales. Prior to joining Citrix, Nick worked at CS Holdings as branch manager, managing the Durban branch of CS People Solutions, a Citrix Authorised Learning Centre.

Nick holds a T4 qualification in electronic engineering and began his career as a repair technician at Conlog.

Ayn Brown, Executive Head: Human Resources – Nedbank Business Banking

Ayn Brown is a Human Resources Professional, with both a strong Generalist and Learning and Development background, but with a special focus on identifying and developing young talent, as well as the role that personal mastery and engagement plays within team effectiveness.

She has played an integral role in the merger, turnaround and growth of several key teams and business units within Nedbank. She is a true proponent of the "HR as Business Partner" philosophy and has excellent business acumen, which makes developing and delivering through the HR value chain, both practical and sustainable, but with high impact. As a keen photographer and interested in the natural world, she is a constant student of the impact of human behaviour on people and the environment.

Botha Kruger, Director, FutureLead

Botha Kruger is a management consultant who specialises in engagements that involve the interface of people and technology. After completing an MA on the political enablers of personal trust in the South African transitional negotiations, he started his career as a researcher, and over time began specialising in Human Resources and Information Management consulting. Having worked in networked, virtual work environments for over 11 years, Botha is passionate about improving organisational productivity and people's work experiences through increased flexibility. Botha also holds an MBA, and is a director of NAXiAN Digital Management Solutions, a collaboration and information management software firm. He is an associate of Deloitte Namibia and specialist investment firm SP-aktif and a member of the Society for Collaborative Networks.



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R 3 599.00

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TERMS AND CONDITIONS

Please note: Payment must be received before the event takes place. Knowledge Resources reserves the right to refuse admission where evidence of payment cannot be shown.

CONFIRMATION OF BOOKING

Please note: If you have not received confirmation in writing, of your booking before the event, please contact us on 011 880 8540 to confirm that we have received your registration.

'SOMETHING HAS COME UP AND I CANNOT ATTEND...'

If you cannot make it to the event, you have several options (the below options need to be received in writing):

- You may send a **substitute** delegate in your place, please inform the Customer Care Department of the new name for registration purposes. No additional charges will be applicable for substitutions
- You may **transfer** at no extra charge to another event, provided you do so in writing at least 10 working days before the event. Transfers within the 10 working days will be charged an administration fee of 20%
- You may **cancel** your registration, in writing, up to 10 working days before the event takes place. Cancellations inside of 10 days will be liable for the full fee
- Unfortunately, **no refund or credit** can be given to delegates who do not attend without giving prior notice
- Registrations received during the 10 working days before the event date, will not be excluded from any terms & conditions

In the event of unforeseen circumstances Knowledge Resources reserves the right to change the programme content, the speakers, the venue or the date. You will be notified no less than 5 working days prior to an event. Should the event be postponed, you will have the option to attend the next available date of the relevant event. The registration fee will be credited on delegate accounts, should they opt not to attend the next available date of the relevant event or in the case where an event is cancelled.

PAYMENT

- Cheques should be made payable to Knowledge Resources (Pty)Ltd. Please do not mail any cheques.
- Electronic Transfer or Direct Deposit into our bank account, validated by faxed copy of transaction slip
Nedbank Cresta
Account No.: 1913164489
Branch Code: 191305
FAX: 011 880 8700

Please note: Payment must be received by no later than 15:00 the day before the first morning of the event.

Special Offer

- » Register 3 delegates and the 4th delegate attends **FREE OF CHARGE!**
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Registration Methods

- » Register online GO TO www.kr.co.za
- » Fax completed registration form to 011 880-8700 / 9829
- » Phone Plaxy Kathumba on 011 880-8540
- » Email completed form to plaxy@knowres.co.za

Once payment has been made please fax through proof of payment with the events name written in the top right-hand corner

PLEASE NOTE Delegates will not be allowed entry to the event if payment has not been received.

Booking made by

Phone Email

DELEGATE 1

Name Title

Designation

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Cellular Email

Company

Company VAT Number

Postal Address

Postal Code

Dietary Requirements

DELEGATE 2

Name

Title

Designation

Cellular

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CREDIT CARD PAYMENT

Card Holders Visa / Master Amex Diners Mark appropriate box Expiry Date

Card No. CCV No.

Amount (All prices include VAT)

Date Signature

By signing this registration form, the delegates agrees to the enclosed terms and conditions