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# Request a flexible working arrangement

Prepare your flexible working proposal and have a conversation with your manager.

Everyone employed in the NSW Government sector can begin a conversation about what type of flexible working might be available, regardless of the reason for why you might be seeking it.

It is important to prepare for a conversation with your manager about your flexible working arrangement. Your HR team can help you understand which flexible working arrangements may be available to you.

Use the resources below to start preparing your proposal for your manager.

## Employees conversation guide

Learn more about flexible working and tips to start the conversation with your manager.



## Flexible checklist

Things to consider when building your proposal to work flexibly.



## Proposal template

A sample template to document your discussion with your manager and the outcome.



## Employee skillset self-assessment tool

A tool for employees to assess your readiness to work flexibly and identify areas of development.



## Employee skillset development guide

Once you've identified your areas of development, use this guide to improve your flexible working skills.

