

18 Critical Elements of Flexibility & 12 Critical Elements of Agility

No book, just a simple set of practices and beliefs that work

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1 Trust your Team Judge people on what they achieve not how long they are in the office, play to people's preferences and strengths	7 Remote Systems Working Make systems available for remote workers, ensuring they can import/export and do analysis type work as well	13 Team Spaces "Team space" is vital, so is touch-down space, specialist space, quiet space, meeting space, reserved space	19 Remove Inflexibility Stamp out organizational inflexibility that stops you moving forward, slows you down or distracts you	25 Dynamic Capability Agility needs a dynamic capability, the ability to move fast—speed, nimbleness, responsiveness
2 Design Teams not Jobs Flexibility about how you knit together different working patterns and styles	8 Secure Common File Store Having a secure common file store that you can share data with anyone is critical	14 Embrace Change Staff who are able to adapt to shifting priorities are considered an asset	20 Opportunity Watch Continually train for and watch for new opportunities that appear	26 Agile Processes How does the company work, activities to be done, measuring
3 Good Communication Talk, email, phone, video conference, keep diaries up to date (Synchronous)	9 Asynchronous Comms Briefing notes, circulars, email, voicemail, etc need to be managed more carefully	15 Being Responsive Embracing flexibility helps you adapt to difficult situations more easily	21 Team Role Rotations Rotate team members into new roles builds redundancy and energy	27 Agile Structure The ways of working, decision and approval processes, workflows
4 Single Point of Failure Don't be the only person that knows something, power comes from sharing	10 Use Telephones not Email Telephone use should be encouraged, as more can be covered then in an email	16 Value Diversity Diversification of the workplace is the new norm in thinking and working	22 Innovation Culture Define and promote a continuous innovation culture	28 Agile Governance Speed in good decision making, empowering people, mandates
5 Weekly Meetings Use face-to-face, VC and dial-in to share the immediate priorities and issues	11 Use Surveys Use surveys to identifying work practices, work attitudes, work-life balance issues	17 Flexible Scheduling Hold on to quality employees who might have difficult working for you	23 Performance Culture Foster a performance culture, and avoid analysis paralysis	29 Agile People Reallocating people, temporary staff, consultants, shadowing, coaching
6 Daily Standups This is where you can get up to speed of all the on-going tasks, ask questions and then reprioritise if required	12 Sensitivity to Work-Life Key to success is sensitivity to other people's needs/lifestyles, work-life balance is about balancing all of life outside work	18 Knowledge Sharing Knowledge is that it is about know-how and know-why, and it is your companies biggest asset so share it	24 Re-energising Mindset Shifts, Enterprise Agile Processes, Fluid Architecture, On demand Apps, Development Automation	30 Stability Capability Agility needs a stable foundation—a platform, if you will—of things that don't change

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