

Trends in Workplace Flexibility



A survey from Citrix suggests that, by 2020, the average office will provide **six desks for every 10 workers**, with each employee having access to their company network from an average of six different devices.



Flexible Working refers to any working schedule that is outside of a normal working pattern. This means that the working hours, instead of being repetitive and fixed, can involve changes and variations. It can mean an employee has variables such as when and where they choose to work. It can also mean the tools which employees use to get their jobs done is heavily based in technology.

Flexible Working enables both the employee and the business' needs to be met through agility and adjustments to things like time (when), location (where) and manner (how) both choose to work. This is mutually beneficial to both the employer and employee and result in outcomes the reap success.





So as a business or organisation in this ever-changing landscape—what does this mean for the more traditional office?

The adoption of flexible workspaces is the cultural core of some of today's most influential and thriving companies. A flexible workspace is about comfort, empowerment, and trust. It's employee-focused, meaning it gives the power to your people – allowing them to work when and from where makes most sense to them – but this comes with responsibility from both ends.





Flexible workspace is a more productive one.

Remote employees are more productive than their in-office counterparts because they're more comfortable. They work when and where they are motivated – not when they are told to. They feel empowered by their employers.



A flexible workspace has environmental impact.

With less office space to maintain, reduced commuting to and from work and fewer supplies to dispose of, flexible work policies help companies lower their carbon footprints and the hard costs of running a traditional business.



A flexible workspace attracts the best talent.

Running a remote/virtual workplace opens opportunities to remote/virtual employees. Businesses' have the ability to attract talent from different markets and locations. The goal in recruiting shifts from finding people to finding talents that best fit the business, regardless of location. A flexible workspace also attracts those who wouldn't normally consider the traditional 9 to 5 due to other commitments (part-time students, stay-at-home parents, retired professionals, etc).



A flexible workspace gives the power to the people.

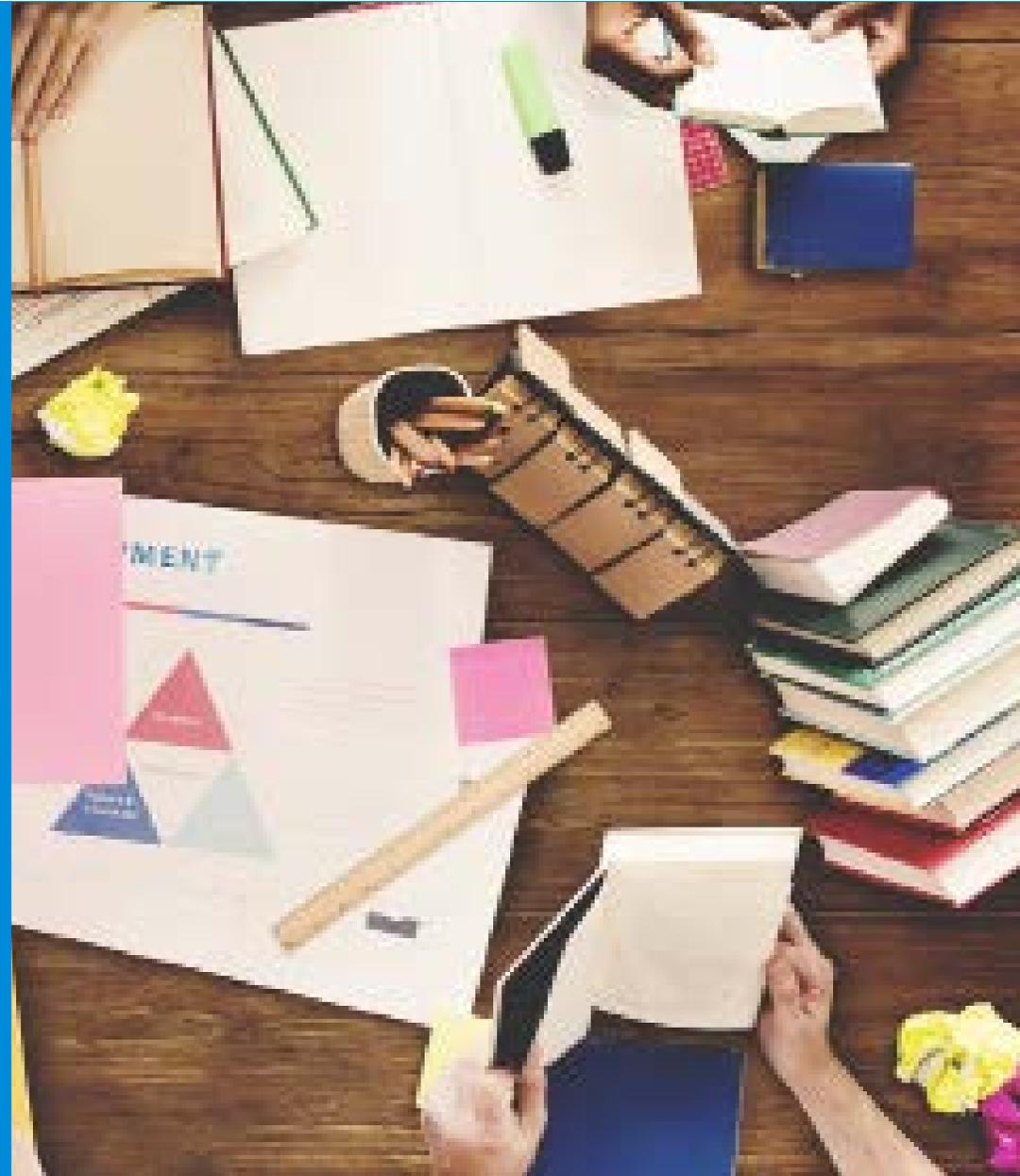
Employees who feel empowered to structure their work and lives according to their needs are more satisfied. There is no concern of work/life balance because the two become so seamless. When work becomes less about employees feel more engaged, connected, and loyal to the businesses goals.



Employees who commit to less-traditional hours need employers to commit to providing their teams with the tools they need to get their jobs done, from anywhere.

Here's a look at some of the essential tools your operation will need to be more flexible:

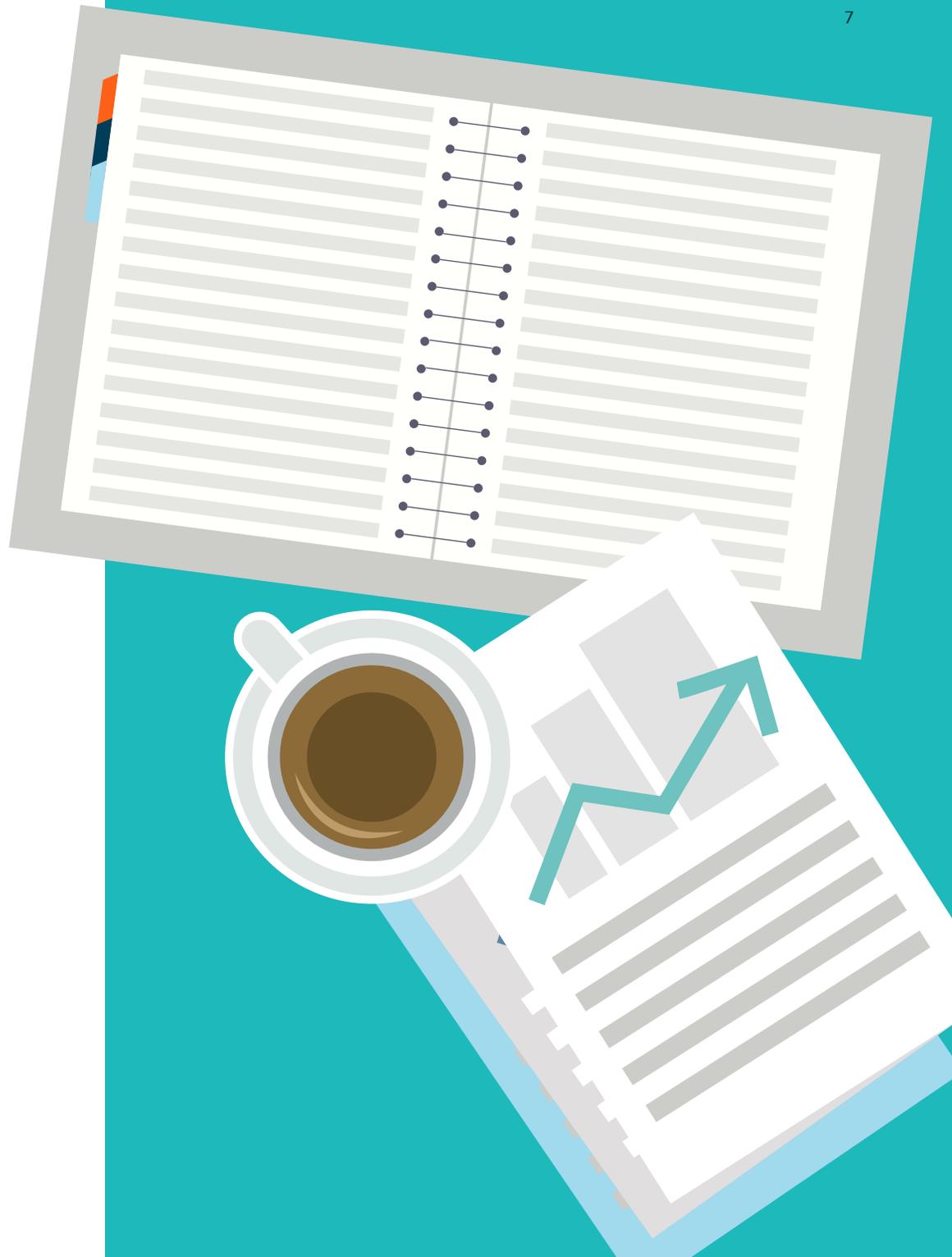
1. Encourage Collaboration
2. Increase your Support
3. Keep Company Culture at the Forefront
4. Secure Mobile Connection
5. Provide Remote Help-Desk



1. Encourage Collaboration

The term ‘office’ is no longer defined as ‘the place where work happens’. Today’s office is really a meeting place, where people come together and feel a part of something. It’s a hub of collaboration and a physical part of your company’s culture where your people go to share ideas of each other.

A flexible workspace makes it easier to do this with things like shared monitors, integrated phone lines, mobile video conferencing tools and other wireless technology. It’s important to give your team a variety of ways to keep in touch – to make it easier and faster for employees to meet, connect, and give each other feedback. These are e-based collaboration solutions that offer screen sharing, video conferencing, cloud computing, and the ability to host scheduled or impromptu virtual meetings.



“...Studies show that organisations that offer workplace flexibility have less absenteeism and turnover, and higher levels of engagement and productivity..”

Forbes



2. Increase your Support

Adopting the open-office concept is about much more than just the removal of walls. Yes, employees can choose from shared workbenches, semi-enclosed spaces or private meeting/call rooms. But this move also frees up funding for upgrades to IT infrastructure, collaboration software and providing superior support services for your employees regardless of their location.

There's a natural rhythm to collaboration in an open office. People need to focus alone and in pairs to generate ideas. Spaces for privacy in this case are equally as important as those for coming together. The more demanding the task, the more time employees need for moments of private time to think or recharge. It's important that the flow of your flexispace accommodates this rhythm.

3. Keep Company Culture at the Forefront

When your team is collaborating “inside” a technology rather than an office, it’s important that the technology matches the culture of your company. It’s also important to **make it as easy as possible for your team to stay up to date with the company’s tracking and internal objectives.**

It’s hard to feel a part of something that you aren’t physically in. It’s important to be intentional about protecting your culture. Keep communication open and include your remote employees in everything you can - train them on your company values. These are things like morning huddles, one-on-ones, monthly staff meetings or even town halls – anything that makes employees feel a part of the business.





4. Secure Mobile Connection

Businesses with employees that work remotely or travel greatly need unified communication solutions to allow them to stay connected and productive while working. [Secured mobile business workflows enable your staff member to collaborate and secure sharing information anytime and anywhere.](#)

A secure mobile technology allows people to use company data and resources without being tied to a single location while also eliminating the risk of confidential information being leaked.

Whether your employees are travelling to meetings, out on calls, working from a client's site or from home it's important that they have secure document access, sharing, syncing, and storage capabilities.

5. Provide Remote Help-Desk

Issues happen! And as your flexible business continues to grow, you may find the use of Internet-based applications require it's own type of support. It's important that employees have a go-to resource for when they are having an issue.

A remote Help-Desk can live as an online platform where employees can have IT experts quickly and securely connect to their computer systems and troubleshoot/resolve IT issues fast.





Based on Microsoft's 2015 study on Asia Pacific SMBs, 74% of employees consider themselves to be mobile workers, but only 31% work for SMBs that have formal work policies to support remote working.

Technological advances have made it possible for many to work from home or even while travelling, as Flexible Working environment fosters innovative employees that value collaboration.



Flexible Working model means adopting to individual working styles, being agile, and gaining a competitive edge from the perspective of both clients and employees – but none is possible without the proper tools in place.



Learn more about employee engagement and how to **collaborate effectively anywhere and anytime** with Fuji Xerox Smart Work Gateway.

<http://smartworkgateway.fujixerox.co.nz>

About Smart Work Gateway

Smart Work Gateway (SWG) is a new way of working. It changes how you manage your workplace, helps you re-imagine your operations, and streamline your communications – setting a new benchmark in usability.

With SWG, you can boost flexibility, give yourself the freedom to organise your work process, and change how you plug in, sign on and connect to your workplace from any location you choose. In today's world, SWG allows you to achieve this while adhering with compliance and security policies. Simply put, SWG is the employee and customer-centric approach to change the environment you work in.

“TRENDS IN WORKPLACE FLEXIBILITY”, 2016.

References: Citrix Consulting, Whitepaper on HDX Technology, October 2011; Jeanne Meister, Death of the Office, November 2006.

© 2016 Fuji Xerox Asia Pacific Pte Ltd. All rights reserved. XEROX, and the sphere of connectivity design are trademarks or registered trademarks of Xerox Corporation in the United States and/or other countries.

