



# Flexible Working at LSE

## 5. Reviews and trial periods

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### Reviews and trial periods

It's quite common for a trial period to apply at the start of a new flexible working arrangement (in fact, this is usually recommended). The trial period is an opportunity for both the employee and manager to check that the arrangement is working satisfactorily before it's confirmed in the longer term. At the end of the trial period, the employee and manager should meet for a brief review of the arrangement so far and to discuss any developments.

Going forward, it's also important that the flexible working arrangement is reviewed on a regular basis. There are many good reasons for doing this - most importantly, to check that the arrangement is still effective and suitable for everyone involved.

One-to-ones are a natural opportunity to review a flexible working arrangement, as well as meetings held as part of the Career Development Review (CDR) process. Of course, a quick informal chat outside these pre-arranged meetings can also help both employee and manager to stay updated of any developments.

### Some tips for working flexibly

Working flexibly needn't be any more challenging than working in the office – and managing someone who is working flexibly need not be any more challenging than managing someone who is at their desk. Just a few fairly straightforward steps can make a flexible working arrangement a more rewarding experience for everyone involved.

It's up to both the manager and employee to proactively manage the flexible working arrangement. The golden rule is to agree expectations before the flexible working arrangement starts – if the arrangement has already begun by the time you read this, it's perfectly fine to clarify expectations during your next catch-up. 'Agreeing expectations' covers a few different areas, although it should include:

- Agree key performance objectives - this will be easier if, for example, the employee is working on a particular project or piece of work where it's straightforward to assess progress

- Agree how (and how often) you will keep in touch during any periods of time out of the office
- Agree and schedule regular catch-ups so that both of you can discuss how the arrangement as working as well as keep on top of any developments
- Make sure that discussions about learning and development continue as normal - having a flexible working pattern doesn't mean that an employee is any less ambitious about their career

It's also important to be aware of any specifics of a particular arrangement. For example, someone who is working flexibly because they have caring responsibilities outside work may at times be difficult to contact during their normal working hours. In these situations, a little extra flexibility can go a long way to make sure that the arrangement works well for everyone.

This is an outline of good practice when it comes to working and managing flexibly. Of course, you can always speak with your HR Partner or Adviser if you have a specific query or would like more detailed guidance for a particular situation.

### **Further training**

You are very welcome to sign up for one of HR's periodic lunchtime sessions on the topic of flexible working. Please contact [Hr.Learning@lse.ac.uk](mailto:Hr.Learning@lse.ac.uk) if you would like to learn more.



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

HR

The London School of Economics  
and Political Science  
Houghton Street  
London WC2A 2AE

**Email:** [humanresources@lse.ac.uk](mailto:humanresources@lse.ac.uk)

**Telephone:** +44 (0)20 7955 0000

**[lse.ac.uk/HR](https://lse.ac.uk/HR)**



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Design: LSE Design Unit ([lse.ac.uk/designunit](https://lse.ac.uk/designunit))  
Photography: Nigel Stead, LSE School Photographer.