

Flexitime **TIP**⁶

Providing greater flexibility for employees in the Public Service to ensure the continuity of Government services.

Communication is Key

Always communicate with your supervisor or team members throughout the week.

Doing so will:

- Ensure established goals are on target.
- Allow for any challenges to be revealed and solutions discussed.
- Ensure timely completion of assignments or enable discussion and agreement for deadline extension.
- Inform the process and expose any issues/obstacles that may require solving.
- Remind team members that they are still part of a team.



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