**Training Fiche Template**

|  |  |
| --- | --- |
| **Title**  |  2) Flexible solutions in working time |
| **Keywords (meta tag)** | Flexicurity; digital nomads; work hours consistency; working time built around customer and employee needs |
| **Language** | English |
| **Objectives  / Goals / Learnig outcomes** | By the end of the session students will be able to: LO1: Define the topic of FlexicurityLO2: Answer the question, “What is the term Digital nomads”LO3: Discuss how to identify work hours to maintain consistency.LO4: Discuss how to work around customer and employee needs. |
| **Training area: (Select one)** |
| **Online / Digital Marketing / Cyber-Security** |  |
| **E-Commerce / Financing** |  |
| **Digital Well-Being** |  |
| **Smart work / Digital Nomads** | **X** |
| **Description** | This session is focused on familiarizing candidates with the notion of flexible work time. Initially the term flexicurity is being presented along with its two dominant approaches. The term digital nomads is being explained as well as its advantages and disadvantages. Next the topic of mainintaing consistency is being presented followed by tips for setting an efficient work schedule. Finally, concerning how work around customer and employee needs, guidelines for its issue are being provided. |
| **Contents arranged in 3 levels** | 1. **Module name:**

**1.1 Unit name: Flexicurity**1.1.1 Section name: Defining Flexicurity1.1.2 Section name: Flexicutiry approaches**1.2 Unit name: Digital nomads**1.2.1 Section name: Defining Digital nomads1.2.2 Section name: Digital nomads - Advantages and Disadvantages**1.3 Unit name: Maintaining consistency**1.3.1 Section name: Identifying work hours to maintain consistency1.3.2 Section name: Tips for constructing a personal consistency schedule**1.4 Unit name: Customer and employee needs**1.4.1 Section name: Working time built around customer needs1.4.2 Section name: Working time built around employee needs |
| **Self-evaluation (multiple choice queries and answers)** | 1. Flexicurity is:
	1. **an integrated strategy for enhancing, at the same time, flexibility and security in the labour market.**
	2. an adjective strategy for enhancing, flexibility but not security in the labour market.
	3. an adjective strategy for enhancing, not at the same time, flexibility and security in the labour market.
	4. an integrated strategy for enhancing, not at the same time, flexibility but security in the labour market.

2. Digital nomads are:* 1. **the people who make their living using telecommunication technologies**.
	2. the people who make their living by travelling.
	3. the people who make their living by working at organizational premises.
	4. the people who make their living by getting their work done without using devices such as smartphones and laptops.

3. Time management:* 1. **is the ability to plan, organize, and control your time.**
	2. does not help you to accomplish your goals.
	3. is not the ability to plan, organize, and control your time.
	4. does not help you to monitor where your time actually goes.
 |
| **Toolkit (guidelines, best practices, checklist, lessons learned…) TO BE USED BY CTS / CASE** | **Name**  |  |
| **Description** |  |
| **Link of interest** |  |
| **Resources (videos, reference link)** | <https://www.youtube.com/watch?v=8ZPSJ4vZK5c&ab_channel=TheAudiopedia><https://www.youtube.com/watch?v=vBjA6QZbCoY&ab_channel=Lana><https://www.youtube.com/watch?v=dBtbzfALQWY&ab_channel=Connecteam> |
| **Related material** | Burroni, L., & Keune, M. (2011). Flexicurity: A conceptual critique. European Journal of Industrial Relations, 17(1), 75-91.Sultana, R.G., 2012. Flexicurity: Implications for lifelong career guidance. The European Lifelong Guidance Policy Network. |
| **Related PPT** |  |
| **Bibliography** | Burroni, L., & Keune, M. (2011). Flexicurity: A conceptual critique. European Journal of Industrial Relations, 17(1), 75-91.Sultana, R.G., 2012. Flexicurity: Implications for lifelong career guidance. The European Lifelong Guidance Policy Network.Hallencreutz, J. and Parmler, J., 2021. Important drivers for customer satisfaction–from product focus to image and service quality. Total quality management & business excellence, 32(5-6), pp.501-510.Kubiak, E., 2020. Increasing perceived work meaningfulness by implementing psychological need-satisfying performance management practices. Human Resource Management Review, p.100792. |
| **Provided by** | SEERC |