INSTITUTE OF COMMUNITY DIRECTORS AUSTRALIA
▸Knowledge ▸Connections ▸Credentials

An enterprise of:
ourcommunity.com.au
Where not-for-profits go for help

Flexible working policies and the Four Day Work Week

Joan Kirner Emerging Leaders Program 2025 | Webinar

Annabel Rattigan, Institute of Community Directors Australia

12 November 2025

VICTORIA State Government

Acknowledgement of Country

Annabel Rattigan

- 20 + years community sector
- ICF Associate Accredited Coach, ACC
- ADDCA Certified ADHD coach
- Current board member, The Embrace Collective
- Co-host of “The Village Podcast” supporting neurodivergent families

What will we go through today?

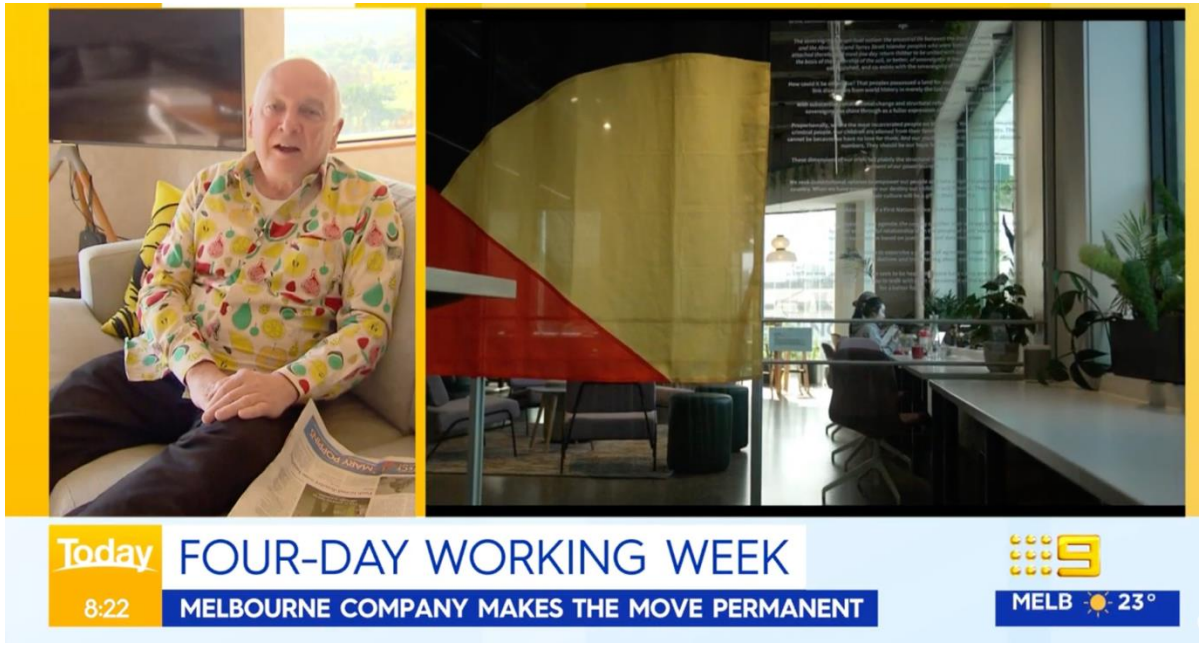
Part One

- What is a Four Day Work Week?
- Change management
- Preparation timeline
- Giving it a go

Part Two

- Productivity Hacks to support success

Our story


Today
8:22
FOUR-DAY WORKING WEEK
MELBOURNE COMPANY MAKES THE MOVE PERMANENT
9
MELB 23°

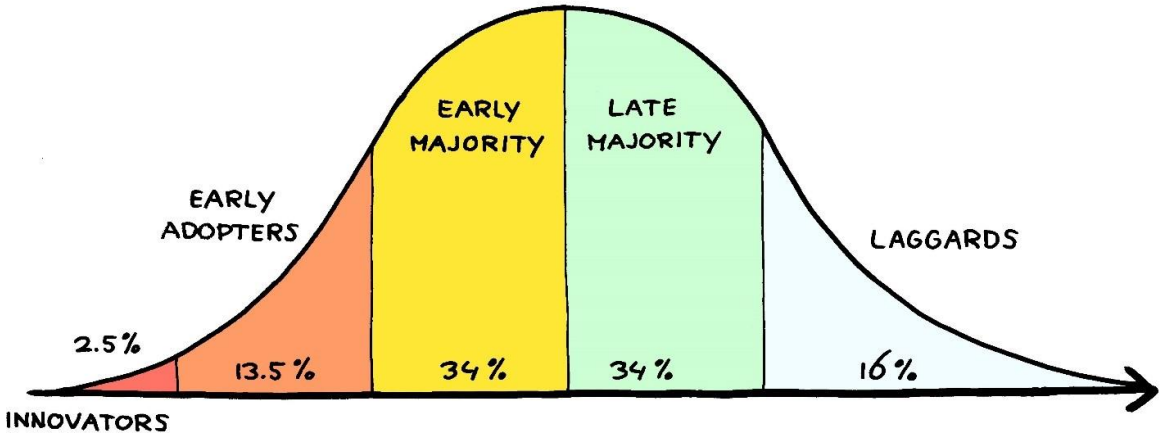
A Better
Work-Life
Lessons in shifting to
a four-day work week

What is a 4 Day Work Week?

- Four days of work, for the same pay as five
- The aim is to limit the loss of productivity despite losing staff working days
- Could be the same 4 for all or cover 5 days through different days off
- Aim to reduce communications (email) traffic on staff days off, so limit days off to two options per week, where possible.

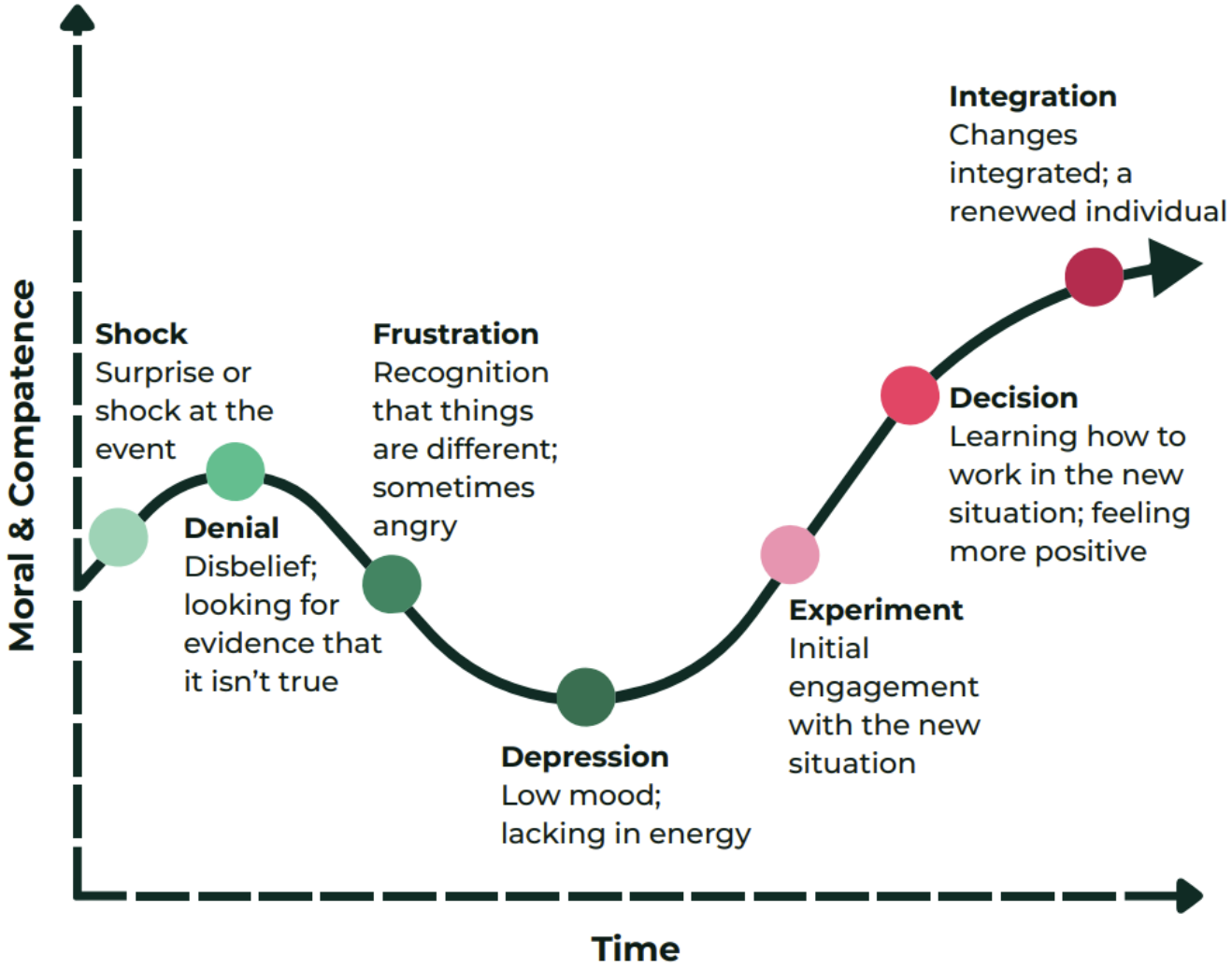
Know your people

- Who is excited? Why?
- Who sees the benefits? Why?
- Who is nervous but compliant? Why?
- Who is negative? Why?



https://www.enablersofchange.com.au/what-is-the-diffusion-of-innovations-theory/

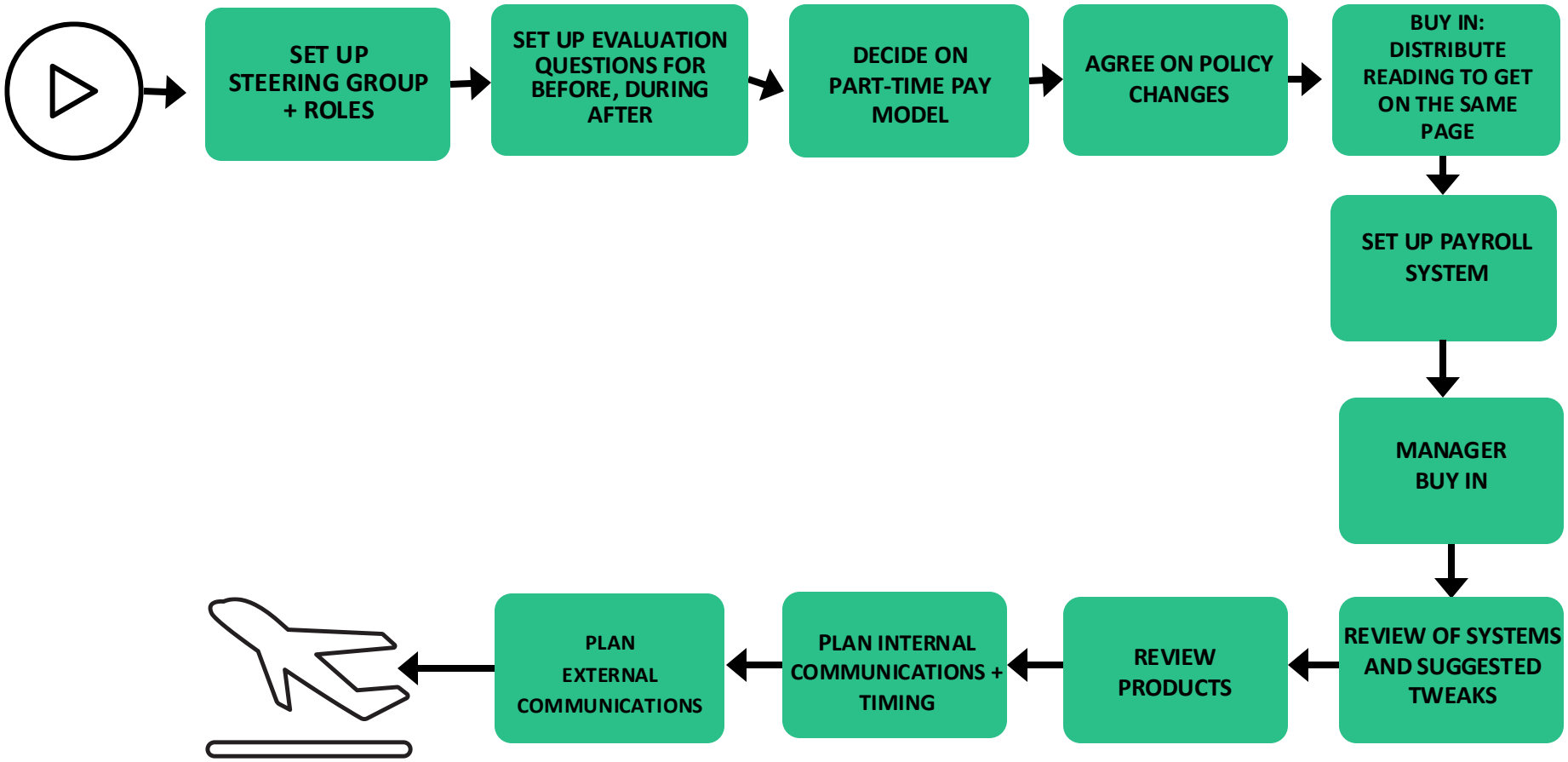
Kübler-Ross change curve model



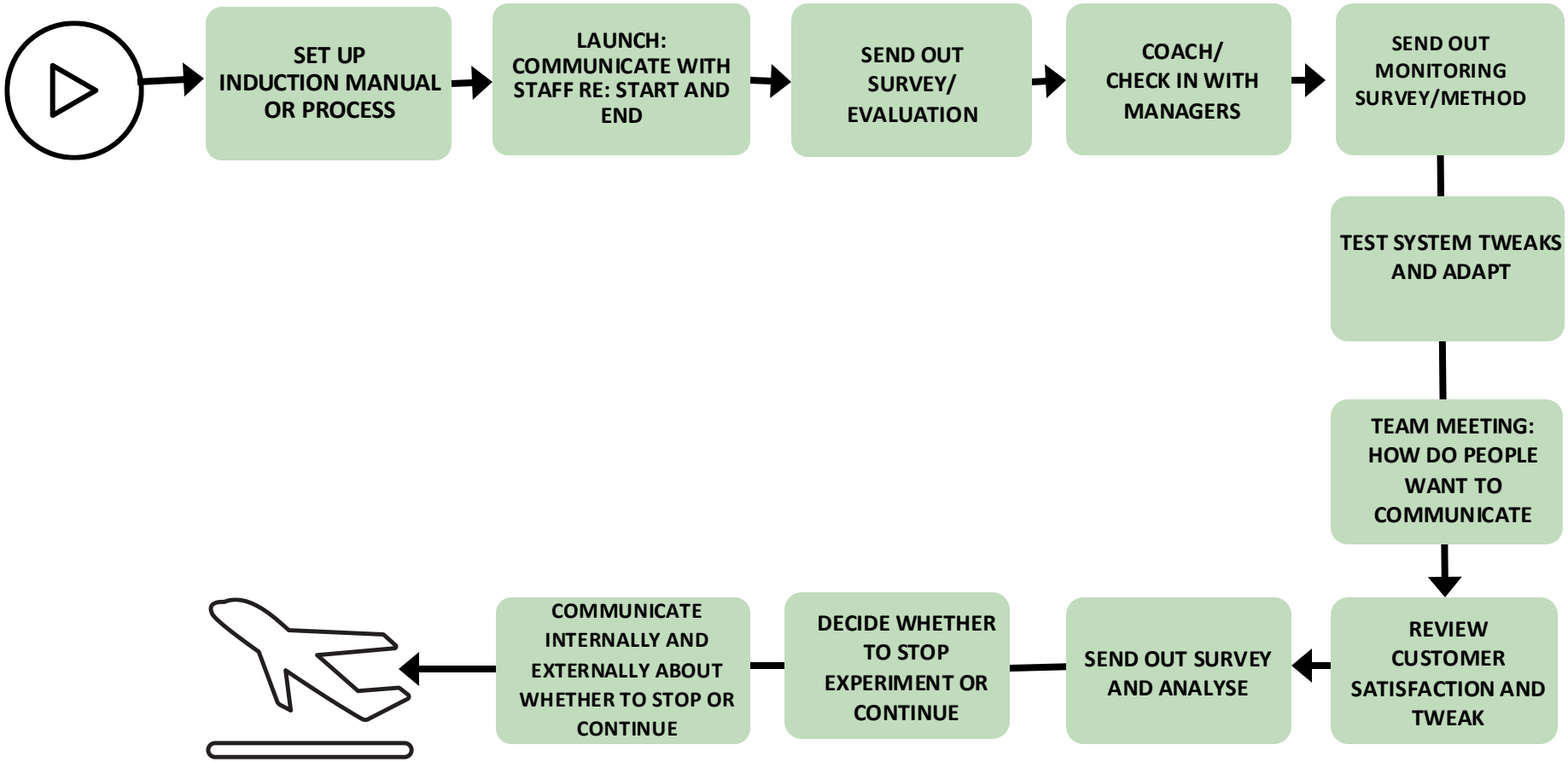
- Create alignment
- Maximise communication
- Spark motivation
- Develop capability
- Share knowledge

Managing Change Curve. Cornerstone – Rutgers University

Timeline: preparation



Timeline: implementation



And onwards: continuous improvement

Part 2:
Productivity Hacks

1. Meetings
2. Inventory
3. Processes
4. Technology
5. Customer service
6. In-team communication
7. Professional development
8. Work location
9. Induction
10. Regular review

1. Meeting Habits

How long are your meetings?

Why are you meeting?

Who is in the meeting?

- Agenda
- Agile
- Avoid post meeting meetings
- Discuss the change

2. Spring clean your inventory

- Are we keeping up with the times?
- How would we manage the change?
- What should we add?
- What are we changing?
- Where can we save time?

What needs to be in place?

- Steering group
- HR preparation
- Payroll preparation
- Policy preparation
- Systems preparation
- Unintended consequences preparation
- Branding
- Evaluation
- Communication plan internally and externally

3. Be ruthless about processes

- Automate
- Streamline
- Upskill
- Cojole, challenge
- Consolidate
- Template it

4. Technology

- Automation
- Training
- Artificial Intelligence
- Investment

5. Customer Service

- Streamline communication
- Coverage

6. In-team communication and decision-making

- Making decisions
- Sharing information
- Consulting and gathering input
- Asking a question
- Discussing or requesting feedback

7. Professional development

- Technology
- Customer service
- Leadership
- Project management

8. Work location

- Hybrid working
- Which days in the office?
- Coverage of the 5 day week for customers

9. Induction

- Keep new people new!

- But also teach them how to view time through a lens that considers the community benefit

10. Regular review

- We are on a journey that never ends
- Consider unintended consequences

Up Next:

Strengthening representation on boards and executive teams with Kate James

https://www.surveymonkey.com/r/2025JK-webinar

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