



# Flexibility at Work - Designing Flexible Work Arrangement (FWA) Solutions

Webinar

**LIVE STREAM**

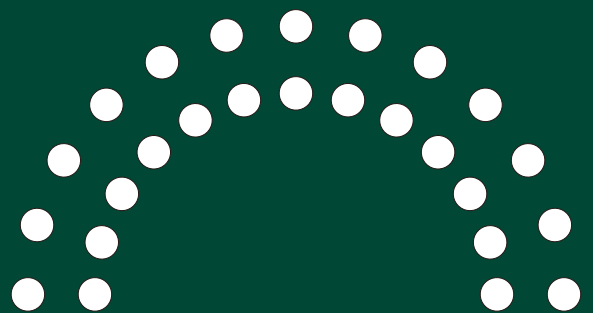


zoom

Date: **4 July 2025, Friday**

Time: **3.00 pm – 4.30 pm**

Registration price: **RM19**



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## Flexibility at Work – Designing Flexible Work Arrangement (FWA) Solutions

# Introduction

The modern workplace is evolving rapidly, and flexible work arrangements (FWA) have become critical for businesses to adapt to workforce expectations and market demands. The FWA is also an element in the recently amended Employment Act 1955.

This course equips participants with the knowledge and skills to design, implement and manage effective FWA solutions, ensuring organisational efficiency, employee satisfaction and zero discrimination in FWA implementation. Participants will leave with actionable insights and a foundational framework for designing FWA solutions that drive business success while addressing employee needs.

By the end of the course, participants will:

- Understand the principles and benefits of flexible work arrangements.
- Learn the different types of FWA models, such as hybrid work, compressed workweeks and part-time options.
- Identify key considerations and challenges in implementing FWA.
- Develop strategies to enhance employee engagement and organisational productivity in a flexible work environment.
- Create tailored FWA policies aligned with organisational goals and employee needs.

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# Course outline

### 1. Introduction to Flexible Work Arrangements

- Definition and importance
- Global trends and local legislation updates (e.g., Malaysia's reduced work hours)

### 2. Types of Flexible Work Arrangements

- Hybrid work models
- Work-from-home strategies
- Flexi-hours and compressed workweeks
- Part-time work arrangements
- Other innovative FWA solutions

### 3. Benefits of FWA

- Enhanced work-life balance
- Cost savings and environmental sustainability
- Employee retention and satisfaction

### 4. Challenges of FWA

- Impact on productivity and teamwork
- Managing employee engagement and performance
- Practical considerations (e.g., work processes, readiness and disciplinary records)

### 5. Designing and Implementing FWA

- Key criteria for FWA eligibility
- Steps for application and approval processes
- Developing policies and boundaries
- Monitoring and evaluating effectiveness

### 6. Strategies for Success

- Fostering a culture of trust and accountability
- Enhancing recruitment and retention in a flexible workplace
- Continuous learning and feedback mechanisms

### 7. Case Studies and Best Practices

- Examples of successful FWA implementations
- Lessons learned and practical tips

### 8. Interactive Workshop

- Creating an FWA matrix tailored to your organisation
- Developing a sample FWA policy



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## Targeted Participants

1. HR professionals and managers
2. Business leaders and decision-makers
3. Team leaders and supervisors
4. Individuals involved in workforce planning and policy-making

## Trainer's Profile

### ARULKUMAR SINGARAVELOO



Arulkumar Singaraveloo brings over 23 years of progressive HR experience across diverse industries, including a world-leading semiconductor organization, the largest nitrile glove manufacturer, oil & gas, education & training, and transportation technology. He holds a bachelor's degree in engineering from Universiti Teknologi Malaysia (UTM) and an MBA from the University of Strathclyde, Scotland.

In his corporate career, Arul has served as a HR General Manager and Human Resources Director (Business Consulting Services), establishing himself as a strategic Business HR Leader. He excels in aligning HR strategies with business goals, ensuring effective delivery of HR initiatives. Arul is well-versed in business operations and regulatory compliance, particularly within the Malaysian context. His expertise spans key HR functions, including business partnering, recruitment, training and development, employee relations (IR/ER), talent management, performance management, and compensation & benefits management.

Arul has successfully built HR teams from the ground up, led labour and social compliance frameworks, and developed systematic approaches to ensure social compliance. Renowned for his practical approach to managing HR and industrial relations challenges, he delivers logical, effective, and actionable solutions tailored to modern business needs. His leadership has introduced tactical strategies to foster high-performing HR teams.

As the co-founder of Malaysia HR Forum, a rapidly growing HR platform with over 48,700 members, Arul contributes significantly to the professional development of HR practitioners and business leaders. He also advises CEOs on HR strategies and organisational transformation, sharing his insights through speaking engagements and consultations.