

# Work / Life programs- personal and family life

	Description	Objectives	Indicators of Efficiency
<b>Child Care</b>	<ul style="list-style-type: none"> <li>• Information service</li> <li>• Child care centre</li> <li>• Attention to benign illness</li> <li>• Services for extended time activity/care</li> </ul>	<ul style="list-style-type: none"> <li>• Give immediate solution to child care problems</li> <li>• Increase satisfaction and loyalty</li> <li>• Preferred company to work for</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce absenteeism</li> <li>• Increase efficiency</li> </ul>
<b>Senior care</b>	<ul style="list-style-type: none"> <li>• Information service</li> <li>• Day centres</li> <li>• Health related support</li> <li>• Services for extended time care/activity</li> </ul>	<ul style="list-style-type: none"> <li>• Give immediate solution for senior care problems</li> <li>• Increase satisfaction and loyalty</li> <li>• Preferred company to work for</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce absenteeism</li> <li>• Increase efficiency</li> </ul>
<b>Household services</b>	<ul style="list-style-type: none"> <li>• Information service</li> <li>• Concierge services; laundry, catering, purchase, repairing, maintenance....</li> </ul>	<ul style="list-style-type: none"> <li>• Give immediate solutions to household needs</li> <li>• Safe time by eliminating problems</li> <li>• Increase loyalty and satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce absenteeism</li> <li>• Qualitative use of free time</li> </ul>
<b>Tele-working</b>	<ul style="list-style-type: none"> <li>• Distance working</li> <li>• Go to the company for meetings, constant training and team work</li> </ul>	<ul style="list-style-type: none"> <li>• Increase efficiency at work</li> <li>• Increase loyalty and satisfaction</li> <li>• Retain talent</li> <li>• Reduce operational costs</li> </ul>	<ul style="list-style-type: none"> <li>• Less mobility costs</li> <li>• Quality use of time</li> </ul>
<b>Part time Time sharing</b>	<ul style="list-style-type: none"> <li>• Flexible time</li> <li>• Job sharing</li> <li>• Efficient use of time and dedication</li> </ul>	<ul style="list-style-type: none"> <li>• Increase efficiency at work</li> <li>• Increase satisfaction and loyalty</li> <li>• Retain talent</li> <li>• Reduce operational costs</li> </ul>	<ul style="list-style-type: none"> <li>• Choose working time</li> <li>• Optimise use of personal time</li> <li>• Conciliation</li> </ul>

# Work/Life programs – professional life

	Description	Objectives	Indicators of efficiency
<b>Insurance</b>	<ul style="list-style-type: none"> <li>• Cover risks of employees while performing their responsibilities</li> <li>• Offer insurance to cover personal and family issues</li> </ul>	<ul style="list-style-type: none"> <li>• Employee perception of the value he/she has for the company</li> <li>• Increase loyalty and turnover</li> <li>• Increase efficiency and participation</li> </ul>	<ul style="list-style-type: none"> <li>• Retains talent</li> <li>• Preferred company</li> </ul>
<b>Career Planning</b>	<ul style="list-style-type: none"> <li>• Establish professional itinerary</li> <li>• Mentoring and coaching</li> <li>• Foster interaction between different levels of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Retain talent</li> <li>• Promote highly qualified persons</li> <li>• Foster interaction between persons of different age, competence and culture</li> </ul>	<ul style="list-style-type: none"> <li>• Promotions</li> <li>• Performance results</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Constant learning process to contribute to have a workforce capable to contributing to corporate objectives in the future</li> </ul>	<ul style="list-style-type: none"> <li>• Promote employees to new functions, valuing their experience</li> <li>• Retain talent</li> <li>• Sustained efficiency of Human Capital</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce loss of talent</li> <li>• Promote internal Human Capital</li> </ul>
<b>Attending venues</b>	<ul style="list-style-type: none"> <li>• Open new knowledge areas</li> <li>• Foment networking</li> <li>• Awareness of new market trends</li> </ul>	<ul style="list-style-type: none"> <li>• Employee perception of the value he/she has for the company</li> <li>• Retain talent</li> <li>• Increase efficiency and participation</li> </ul>	<ul style="list-style-type: none"> <li>• Retain talent</li> <li>• New ideas and networks</li> </ul>
<b>International Promotion</b>	<ul style="list-style-type: none"> <li>• International horizons for professional career</li> <li>• Promote exchange between business units and countries</li> <li>• Learning to be global</li> </ul>	<ul style="list-style-type: none"> <li>• Retain talent</li> <li>• Learn about cultures and languages</li> <li>• Higher efficiency in international tasks</li> <li>• Contribute with new ideas to the group and the company</li> </ul>	<ul style="list-style-type: none"> <li>• Retain talent</li> <li>• Capacity to work in global markets and cultures</li> </ul>

# Work / Life programs - Professional life

	Description	Objectives	Indicators of efficiency
Organising events	<ul style="list-style-type: none"> <li>• Integrate employees in community projects</li> <li>• Incentives suggestions of activities organised by employees</li> </ul>	<ul style="list-style-type: none"> <li>• Promote inclusion through participation of projects which are social</li> <li>• Environment to get to know each other at a social level</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in venues</li> <li>• Improve climate</li> <li>• Better inter-personal relation</li> </ul>
Mentoring juniors	<ul style="list-style-type: none"> <li>• “The company can lose a person but not his/her experience”</li> <li>• Cross-generational mentoring improves professional output</li> </ul>	<ul style="list-style-type: none"> <li>• Senior employees pass experience to juniors</li> <li>• Seniors feel more valued</li> <li>• Keep active and more efficient</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfaction for both</li> <li>• Results in the work place</li> </ul>
Pre-retirement	<ul style="list-style-type: none"> <li>• Pre-retirement programs</li> <li>• Assessing activities after retirement</li> <li>• Financial and fiscal assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Senior perception of the value he/she has for the company</li> <li>• Effective transmission of experience</li> <li>• Improve more holistic skills</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in Senior oriented programs</li> <li>• Evaluation</li> </ul>
Communication mechanisms	<ul style="list-style-type: none"> <li>• Analysis of internal communication channels</li> <li>• Analysis of external communication media</li> </ul>	<ul style="list-style-type: none"> <li>• Guarantee a system to reach ALL employees</li> <li>• Frequency, efficiency, distribution system, cost, of message and feed-back</li> </ul>	<ul style="list-style-type: none"> <li>• Communication feed-back</li> <li>• Participation of external agents in programs</li> </ul>