

# Thriving in a Hybrid Workplace

## 8 Top Tips

Treat the hybrid workplace as an opportunity to shape a new way of working to benefit all stakeholders. New norms and expectations will need defining and changing to meet the different practices that will emerge.



### Plan and organise

Allocate time for coordinating best use of colleagues and all stakeholder's time and space. e.g. Use office/communal time for the activities that are best done face-to-face, avoiding remote worker activities that can be done at other times.



### Good meeting practices

Everyone is responsible for facilitating, contributing and participating in productive meetings whether face-to-face, or with remote colleagues. Clarify how to initiate inclusive impromptu meetings, provide agendas so people can join knowing what the purpose and desired outcomes are, and how can participate appropriately.



### Actively manage inclusion and risk of division

As a result of hybrid working, there are more combinations of how people can be involved. This also means the risk of exclusion is increased too, so actively manage your hybrid working to ensure everyone can participate fully.



### Communication

Although communication is always important, it is key in the hybrid workplace to clarifying expectations, keeping people informed, and ensuring they remain productive. See the mantra to the left.



### Individual needs and wellbeing are important

Make time to connect, share, and understand both yourself and others. An appreciation of, and respect for, the diversity of needs will require resilience and creativity to fully value.



### Be results focused

Be clear and explicit regarding the output required, so that you empower yourself and others to be effective and perform.



### Reset

Embrace hybrid working with a growth mindset, and be willing to let go of previously-held expectations. Take time to establish new, practical, and effective ways of working that meet both yours and your colleagues'/stakeholders' needs. Expecting things to be the same as pre-hybrid working is unrealistic. Plan in time to do this. Can you afford not to take the time to reset and always be battling with a mix of pre- and hybrid-working ways?



### Review

Take time to collectively celebrate both what is working well, and to work through what could be adapted or changed to be even more empowering, efficient, and effective.



Remote working mantra has always been:

- More Overt
- More Specific
- More Frequent



In a hybrid workplace add:

- More considerate
- More inclusive
- More flexible

