

Managing Hybrid Workplace

Program Outline



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A hybrid workplace is a mix of in-office and remote work that represents a significant change in perspective on workplace productivity in more than a generation. Managers who lead hybrid teams will have to take advantage of both these environments in order to create a sustainable, crisis proof workplace that can withstand future crises.

To create a new framework for effectively managing hybrid teams, leaders must strive to create a work environment conducive to productivity, collaboration and well-being. There are those who have already started on this path leaving behind a trail of successes and failures that the rest of us can learn from.

Managing a hybrid workplace in a rapidly evolving world will require considerable agility. Leaders will have to both learn and unlearn before they can work their way up to changing their work environment. In order to effectively navigate uncertainty, hybrid workplaces must become crisis proof and be future ready. Hybrid Leaders and their teams must learn to quickly think on their feet and take decisions with autonomy in a mixed work environment.

Objectives

The program is designed to help learners:

- ▶ Estimate self-preparedness for a Hybrid work environment
- ▶ Evaluate key differences between working from home and office
- ▶ Identify ways to improve the effectiveness of a Hybrid team
- ▶ Translate learned ideas into actionable steps to create an effective Hybrid Workplace

Course Modules

Module 1: Welcome to Hybrid.

Module 2: A Different Perspective

Module 3: The Leader's New Playbook

Program Flow

The following agenda can be used to run the workshop in 90-120 minutes. The duration of each section is only an estimate and can be adjusted based on your requirement.

Topic	Approx. Time	Training Aids
Introduction (slide 01 – 04) <ul style="list-style-type: none"> • Ice Breaker • What is Hybrid? • State program outline/objectives • Mapping Participant Expectation 	10 Minutes	Presentation / Introduction / Ice-breaker
Module 1: Welcome to Hybrid (slide 05 – 10) <ul style="list-style-type: none"> • The Front-runners • Breakout Activity: Spot the difference! • WFH v. WFO - Key Differences • How prepared are you? 	30 Minutes	Presentation / Breakout Activity / Poll / Video Clips
Module 2: A Different Perspective (Slide 11 – 18) <ul style="list-style-type: none"> • The DIW Framework for Hybrid Workplaces • Deep Work • The When, Where and How of Interactions • Focus on Well-being 	30 Minutes	Presentation / Discussion
Activity: WWYD: What would you do? (Slide 19)	10 Minutes	Video / Workbook / Whiteboard
Module 3: The Leader's New Playbook (Slide 20 – 25) <ul style="list-style-type: none"> • What will you decide? • Change Yourself • Change Your Environment 	30 Minutes	Presentation / Discussion / Workbook Activity
Wrap up and close (Slide 26-27) <ul style="list-style-type: none"> • Summary of the Program • Participant Reflection • Q&A to reinforce the learning of the program and to guide on the application of the same. 	10 Minutes	Presentation / Q&A / Feedback based on training