

## YOUR TOP TAKEAWAYS

# Leading Hybrid Teams

LEAD WITH CONFIDENCE, NO MATTER THE DISTANCE.



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### Recruitment

Embed your commitment to Hybrid working at the recruitment phrase.

- ▶ Consider hybrid interview formats
- ▶ Include some interview q's to ensure the candidate is aligned to your hybrid values.

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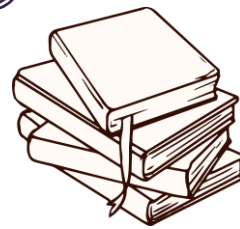


### Onboarding

Consider including Hybrid working into your onboarding program.

- ▶ Pre-Hybrid Survey to ensure the new joiner has what they need.
- ▶ A Virtual Welcome Session.
- ▶ Buddy System.
- ▶ Both Office and Virtual Tours.

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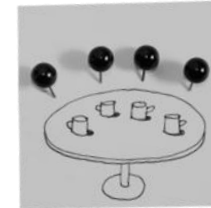


### Knowledge Sharing

Some teams report that hybrid working results in less opportunities for knowledge sharing. Try:

- ▶ Mentorship Programs.
- ▶ Cross Functional Projects.
- ▶ Virtual Shadowing.
- ▶ Peer Learning Groups.
- ▶ Coaching.

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### Meetings

In a hybrid environment, there can be less opportunities to collaborate and share. So, consider options for bringing team together:

- ▶ Office meetings.
- ▶ Virtual meetings.
- ▶ Hybrid meetings.

Also, consider if any meetings are actually updates!

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### 4 Modes of Working

Have clarity about which mode of working is right for the task :

- ▶ Solo: own work at own time.
- ▶ Tag: same work at own time.
- ▶ Tandem: own work at the same time.
- ▶ Team: same work at the same time.



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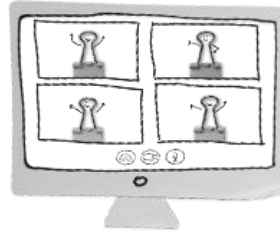
### Avoiding the 'always on' culture

Leading a hybrid team means you need to trust your team. This means not expecting them to be visible online throughout the days they work away from the office.

Ask yourself ...

- ▶ Do we really need a meeting?
- ▶ Am I tracking visibility or outcomes?

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### Line managing

Line managing a team can be tricky in an office. But in a hybrid world, it can present an additional layer of challenges.

- ▶ Establish clear expectations & goals.
- ▶ Schedule regular check-ins.
- ▶ Offer autonomy for how team members structure their day.

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### Communication

Communication is key.. But is even more crucial in a hybrid world.

A huge frustration in the hybrid world comes from lack of clarity over how we communicate as a team.

That's why a Comms manifesto is useful. Getting clear about rules of engagement and Team rhythms.

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### Office days

The phrase 'OFFICE DAYS' is now a widely accepted term.

As a hybrid leader, you want to ensure Office Days are impactful.

- ▶ Team Building Activities.
- ▶ Goal Setting & Alignment.
- ▶ Brainstorming Sessions.
- ▶ Training & Development.
- ▶ In-person Wormhole.