

## Hybrid working – how to make it work

90-minute virtual session

Balancing the collaborative benefits of working in the same physical space with the focused time and increased life balance of working from home, hybrid working seems like the ideal option for many staff and employers. While there are opportunities, it doesn't come without pitfalls.

This practical 90-minute webinar raises awareness of the benefits of hybrid working, what goes well, and things to be aware of and avoid. Participants explore scenario-based discussions, peer sharing, and facilitated activities to improve their confidence in managing people who are hybrid working.

### Learning objectives

- Understand what hybrid working is and how it works
- Articulate what successful flexible working looks like
- Build strategies to communicate effectively with a hybrid team
- Explain key considerations for creating and maintaining effective hybrid teams
- Analyse motivation and engagement

### Session format

Sessions are usually run on Zoom or Teams. Please let us know if you prefer a different platform.

Groups of up to 12 recommended, up to 20 if necessary. Please let us know if you have a larger group and we can tweak the session accordingly.

All participants receive a PDF of the slides, key learning points and pointers to further learning resources.

### Sample timetable

<b>9:00</b>	<b>Welcome and introduction</b>
<b>9:05</b>	<b>What is hybrid working and how does it work?</b>
<b>9:15</b>	<b>Considering the pitfalls</b>
<b>9:35</b>	<b>Communicating in hybrid settings</b>
<b>9:55</b>	<b>Performance management in hybrid settings</b>
<b>10:10</b>	<b>Checking in with your team</b>
<b>10:20</b>	<b>Action planning</b>
<b>10:25</b>	<b>Key takeaways</b>
<b>10:30</b>	<b>Close</b>