



THE
FUTURE
OF WORK IS
HYBRID

HYBRID WORK SUCCESS PLAN OVERVIEW

Thanks for joining the session on “How to Thrive as an Employee and Manager in a Hybrid Work Environment.” Here are five key areas of focus for increased collaboration, productivity and performance. Use this template as a guide to create your own hybrid work success plan to drive your career forward or share with your team to maximize effectiveness.

1. Plan Communications
2. Determine Schedule
3. Clarify Expectations
4. Build Community
5. Identify Measurement



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1. COMMUNICATIONS

One of the biggest success factors in any working environment is communication. Communication is even more critical in hybrid work environments. Map out your individual or team communications plan.

Communication Touchpoints (How much does your team expect to hear from you)?

Tools (What are the available communication tools)?

Methods (How is each tool used within and across teams)?

Preferences (What is the best way to connect with you for urgent and non-urgent matters)?

Progress (How [frequently] do you want to receive or share status updates)?



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2. SCHEDULE

Managing schedules can become a full-time job when you don't know who is coming or going in hybrid work, especially when you're in a highly collaborative environment. Write out your individual or team work schedule.

Schedule “Hybrid” Design (What is the preferred “in-office time” for you, your team or company)?

Working” Time (How can you increase the time you or your team spend on focused work)?

“Meeting” Time (How many daily/weekly meetings can you decrease to avoid meeting/Zoom fatigue)?

Calendar Accuracy (Is everyone's calendar always up to date for easy scheduling)?



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3. EXPECTATIONS

Clarity of expectations at work continues to be a highly ranked employee need. “Unwritten” rules or constant changes around what’s expected or not can cause unnecessary confusion within a team. It can also lead to undesired results. Define your expectations.

Expectations for In-Person vs Remote (How much face-to-face time do you or your team need to be successful)?

Dependent/Independent Tasks (Have you planned days around your collaborative dependent [in-office] vs non-collaborative independent [remote] tasks)?

Relocation (What is the process for relocation or working away from your primary residence)?

Recognition (How will you recognize or share successes)?

Feedback (Is there a real-time feedback process)?

Learning Plan (Do you [and/or your team] have an individual learning and skill-building plan)?



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4. COMMUNITY

A positive company culture is a key part of attracting and retaining top talent. Creating connection is imperative to building a strong team no matter their location. List your community building plan.

Community Networking (What are some internal networking opportunities for the team)?

Development (What is the process for ongoing training and development, experiential activities, mentorship and support)?

Purpose (What is the shared purpose of the team and/or company and is everyone aware of it)?

Events (How [often] will the team or company gather for special events or socials)?



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5. MEASUREMENT

Measurement can tell you if your hybrid work plan is...working. It gives you an opportunity to identify the causes of any performance gaps and course correct to improve results. Create your measurement goals and accountability check-in plan.

Measurement Goals (Are there clear individual and team goals and if so, what are they)?

Performance Standards (What metrics will you use to determine if you and/or the team are meeting performance criteria)?

Check-In's (How often are your regular check-in's to hear or share feedback and measure [not monitor] performance)?

Hybrid Focus Areas (Are there any "failure points" in your hybrid work plan that need to be revisited - communications, schedule, expectations, community, measurement)?



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*Thank
You*

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