



Effective hybrid working

As organisations seek to embrace hybrid working, individuals are challenged to work in new ways and remain productive in a world where the working patterns of those around them may add additional complexity. This interactive course shares practical tips and advice on how to maximise your productivity, improve collaboration and communication and maintain a healthy work/life balance in a hybrid environment.

Around 2 hours • Face-to-face or virtual • Typically 4-15 participants • Supported by course notes • Interactive

Key course elements

Hybrid working in your world

- Understand the challenges and opportunities presented with hybrid working and how you can tackle them
- Taking stock of what works for you and incorporating it into the new way of working

You and hybrid working

- Explore how work tasks should drive where, and how, you work
- Examine the rhythm of your week to increase productivity

Working with others

- Building trust, rapport and remaining visible in a hybrid environment
- Managing expectations, setting boundaries and finding work/life balance

Action plan

- Identifying and agreeing next steps

Participants will learn to...

- Develop and identify solutions to maximise output
- Feel confident in approaching the hybrid model
- Take ownership of their work/life balance
- Engage and connect with stakeholders, wherever they are based
- Apply tools and strategies to manage relationships effectively



“The course was very interactive! I really liked the breakout rooms and I felt we were given just the right amount of time to discuss. I also found the topics and the tips really helpful to reflect on and think about what works currently and what can be improved, such as clearer communication and boundaries”