

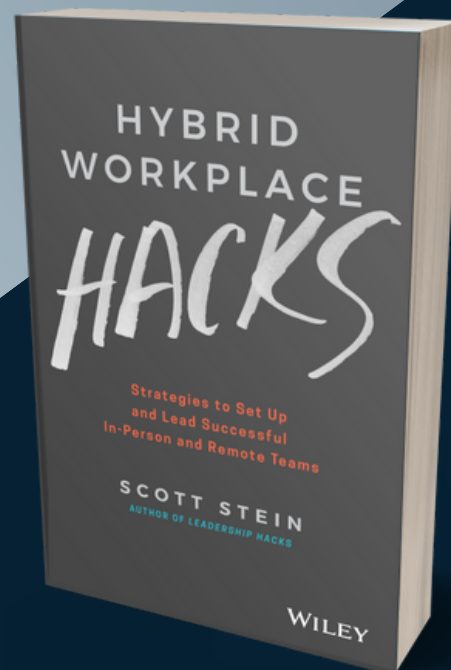
Scott Stein

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HYBRID HACKS RESOURCE

How do we change
the way we work?

Hybrid is the new way of working and it's here to stay. Here are some proven hacks to make your hybrid workplace a resounding success, no matter where your employees are.



UNDERSTAND



DESIGN



SUCCESS

HYBRID HACKS RESOURCE

So what is a hybrid
workplace hack?



The word 'hack' has changed meaning over time. Initially, the Oxford Dictionary defined the verb 'hack' as 'to cut with rough heavy blows'

According to Ben Yagoda of The New Yorker magazine, the noun 'hack' was first used at MIT in the 1950s to describe the act of adjusting machines (primarily electrical systems) in ways that were not common. This morphed into a sense of working on a tech problem in a unique or creative way. In the 1980s the word 'hacker' had a negative connotation, describing computer programmers who illegally gained access to early computer systems.

More recently, the word 'hack' morphed even further when technology writer Danny O'Brien coined the term 'life hack' to describe how computer programmers were creating shortcuts to make their lives easier.

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5 Global trends that will
accelerate hybrid
workforces



Businesses' need for productivity



Employees' demand for flexibility



Leveraging collaboration across geographical boundaries



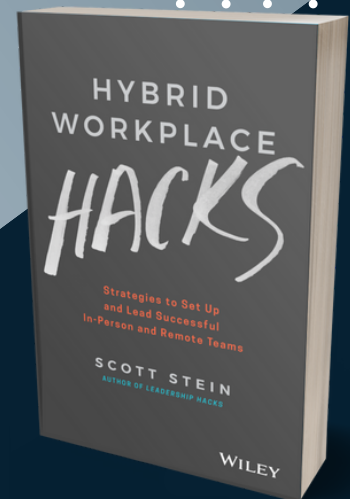
Securing top talent regardless of location



Advances in technology

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Selecting your hybrid model: How do leaders manage different remote set-up, and what days to be in the office? Common questions that leaders are asking in trying to identify the best hybrid model moving forward



FIXED

The fixed model is when the executive leadership team and HR work together to identify the best hybrid model to apply across the entire organisation. This is usually around the number of days that will be worked in the office and remotely based on the needs of the business. Based on this information, they may also identify the best days for office work to ensure that the office space is utilised in the most effective way.

or

FLEXIBLE

The flexible model enables staff to have much more influence in the way that they work. Generally this involves departmental managers working with their teams to identify the best days for the department to work in the office or remotely. This allows them to discuss and consider different deliverables as well as current work processes used to meet these requirements.

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How to adapt your
office to hybrid



1

Identify how you will adapt to hybrid: Identify whether you take fixed or flexible approach. If possible identify the number of days per week that staff will work remotely and identify who they are and their roles.

2

Decide on which approach you will take: Consider which approach to hybrid office layout will be the most realistic: traditional, cosmetic or brand and culture. When considering this you may need to estimate the budget required for each approach.

3

Identify any change in staff desks or workspaces: Depending on the amount of time that they are working off site, you may need to reduce or alter floor space depending on the work activity that your people perform.

4

Explore how to increase open space and meeting rooms if required: If some staff are working at the office and others remotely at the same time, start identifying how you may need to shift the open space that you have available.

5

Consider how you will integrate a safe and sustainable environment: We have a duty of care to ensure that our people are mentally safe as well as physically safe. Identify appropriate density criteria and ensure that the layouts will be appropriate.

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AUTHOR | SPEAKER | ADVISOR



Scott Stein has helped thousands of leaders around the world. As author of *Leadership Hacks: Clever Strategies to Boost Your Impact and Results*, he is considered the global authority on implementing fast track leadership strategies that get results.

Scott is a Certified Virtual Presenter with E-Speakers. He is a leading international speaker and an expert on leadership and influence who helps many of the world's best known brands and government agencies to mobilise their leaders and their people.

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