



HYBRID WORKING PRACTICES FOR **MANAGERS & TEAMS**





START YOUR **HYBRID WORKING** PRACTICES

To drive peak-performance and engagement, teams need to be empowered to define what hybrid working means for them.

To start, let's cover a few simple practices for managers.



PRACTICE #1

INCLUSIVE MEETINGS

PRACTICE

Next time you start a team meeting, go round your team and ask “how are you feeling about your work today?”

IMPACT

Ensuring all voices are heard will help you lead better hybrid meetings. Taking the time to slow down to understand how your team members are turning up to the meeting will improve cohesion and empathy, regardless of where they work.



Our Leading Better Meetings journey dives deeper into practices that make your hybrid meetings more inclusive.

⇒ www.rythmik.ch/hybrid-working

PRACTICE #2

BE PRESENT

PRACTICE

Practice open hours and stick to them. Try not to skip a 1:1 meeting (virtual or in-person).

IMPACT

Showing commitment, reliability and simply being there to remove roadblocks is critical if you want to build trust with your team.



Our Building Trust & Inclusion journey equips you with practices to build the trust your team has in you.

⇒ www.rythmik.ch/hybrid-working



PRACTICE #3

WELLBEING KNOW-HOW

PRACTICE

Share one tip a month with your team about what helps you manage your own wellbeing – ask them if this could work for them.

IMPACT

Hybrid working requires different ways of managing wellbeing. Don't assume your team knows, help them by sharing what works for you, and getting feedback on their own challenges.



Our Managing Wellbeing journey has a series of wellbeing sprints you can do with your team to build sustainable wellbeing strategies.

⇒ www.rythmik.ch/hybrid-working



PRACTICE #4

HYBRID FOR EVERYONE

PRACTICE

Try simple tips, such as having everybody join via laptop when some team members are remote or consider having all the same background while on camera.

IMPACT

It helps create an even-playing field for all participants and reduces some of your unconscious biases.



Our Leading Better Meetings journey dives deeper into practices that make your hybrid meetings more inclusive.

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PRACTICE #5

“HOW” CONVERSATION

PRACTICE

Ask your team for regular feedback on the team’s hybrid working arrangements, and, if needed, hold a team conversation about it. It starts with a question: “How is hybrid working working out for you?”

IMPACT

Aligning your team on how to work better in a hybrid world will help you have clear commitments as a team.



Our Team Commitment journey and its team assessment help you and your team create the right hybrid ways of working to achieve peak-performance.

⇒ www.rythmik.ch/hybrid-working

PRACTICE #6

LEAD BY EXAMPLE

PRACTICE

Be a hybrid working role model. If you put in place break times, stick to them yourself. If you have agreed with your team to work remotely on a specific day, try not to go to the office!

IMPACT

If you lead by example, you create belonging. Your team will feel respected and engaged.



Our Leading with Empathy journey focuses on the practices that make you an empathetic leader in a hybrid world.

⇒ www.rythmik.ch/hybrid-working

UNLOCKING TEAM PRACTICES

Teams is the lowest common denominator of organisation's culture. This is why it is critical for teams to create alignment, and tune into how they can do their best work.

Let's continue our journey by discovering a few practices for teams.





TEAM PRACTICE #1

CREATE ALIGNMENT

PRACTICE

Review team meetings and ensure they help you to stay aligned, and aware of changes in priorities or context.

IMPACT

Taking the time to regularly review your existing meetings help you stay efficient, current and aligned.



Our Leading Better Meetings journeys provides a detailed framework to review the purpose and effectiveness of your hybrid meetings.

⇒ www.rythmik.ch/hybrid-working



TEAM PRACTICE #2

CONNECT FREQUENTLY

PRACTICE

Have “social” or “connect” time in the diary, be it virtually or in-person. No agenda, just time to connect as a team about any topic.

IMPACT

By being intentional about creating space as a team, you will improve the quality of relationships and connections, regardless of where people work.



Our Collaborating & Connecting journey gets you and your team to think about your time together with intention and purpose.

⇒ www.rythmik.ch/hybrid-working



TEAM PRACTICE #3

SET EXPECTATIONS

PRACTICE

Update your email signatures using: “My working hours may not be your working hours. Please do not feel the need to respond outside of your working hours”

IMPACT

Sometimes, simple practices can make an impact. Not everybody may read your signature but, as a team, you are making a commitment to setting boundaries.



Our Managing Wellbeing journey helps you and your team maintain work-life balance and set the right boundaries.

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TEAM PRACTICE #4

ORGANISE DIGITALLY

PRACTICE

Organise the use of your collaboration platform together. Set the right channels and folders; have a consistent way of making requests and providing updates.

IMPACT

In a hybrid working environment, having a simple yet clear way of organising collaboration and communication will make a big difference to the way you work. Chats can be overwhelming, so make them work for you.



Our Collaborating & Connecting journey gives you practices to communicate more effectively in a hybrid working environment.

⇒ www.rythmik.ch/hybrid-working



TEAM PRACTICE #5

BE SPONTANEOUS

PRACTICE

Pick up the phone more often as a team. You do not always need to set up a meeting. Connect with those available like you would if they were in the office.

IMPACT

By being more spontaneous while having people working remotely, you encourage faster decision-making and more efficient interactions between team members.



Our Collaborating & Connecting journey explores the ways you and your team can make your interactions more meaningful and productive.

⇒ www.rythmik.ch/hybrid-working



TEAM PRACTICE #6

ASYNC COLLABORATION

PRACTICE

Next time you need to collaborate together on a document, try to do so asynchronously and leverage the tools at your disposal.

IMPACT

This practice will give you the best of individual focused work and team collaboration. You just need to agree when it is time to get back together. Give it a few tries to get it right.



Our Collaborating & Connecting journey focuses on a series of practices to make asynchronous working a success.

⇒ www.rythmik.ch/hybrid-working

THE FUTURE OF WORKING **IS HYBRID**

We hope you enjoyed trying out some of our practices.

We have designed some specific in-depth journeys for you and your team which will take you to your next level of hybrid working, towards peak-performance.

Each journey lasts a few weeks and includes one-to-one coaching, team practices and feedback, so you know what works and what does not.

Visit www.rythmik.ch/hybrid-working to unlock access to those journeys.



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& FUTURE OF WORKING PEOPLE

