VITEL GLOBAL
COMMUNICATIONS
The Ultimate Business Cloud Voice & Data Services

E-BOOK
Implementing Hybrid Work Model at Your Workplace

A HOW - TO MANUAL FOR IMPLEMENTING A PRODUCTIVE HYBRID WORK ARRANGEMENT

Implementing Hybrid Work Model at Your Workplace

Vitel Global - 2022

INDEX

VITEL GLOBAL
COMMUNICATIONS
The Ultimate Business Cloud Voice & Data Services

Implementing Hybrid Work Model at Your Workplace

Vitel Global - 2022

Introduction

All other corporate buzzwords pale in comparison to the significance of Hybrid Work.

Over half of employees around the world are considering changing jobs if their employers don't offer more flexibility in the post-pandemic era, according to a recent survey

For this reason, we see hybrid work as a critical component of an organization's future-proof workplace setup.

It will be too late to begin rethinking and redesigning the workplace after the pandemic and now we don't know when such adverse situations may rise in again. You must begin planning and setting up your organization's hybrid workplace as soon as possible because the need for change is imminent.
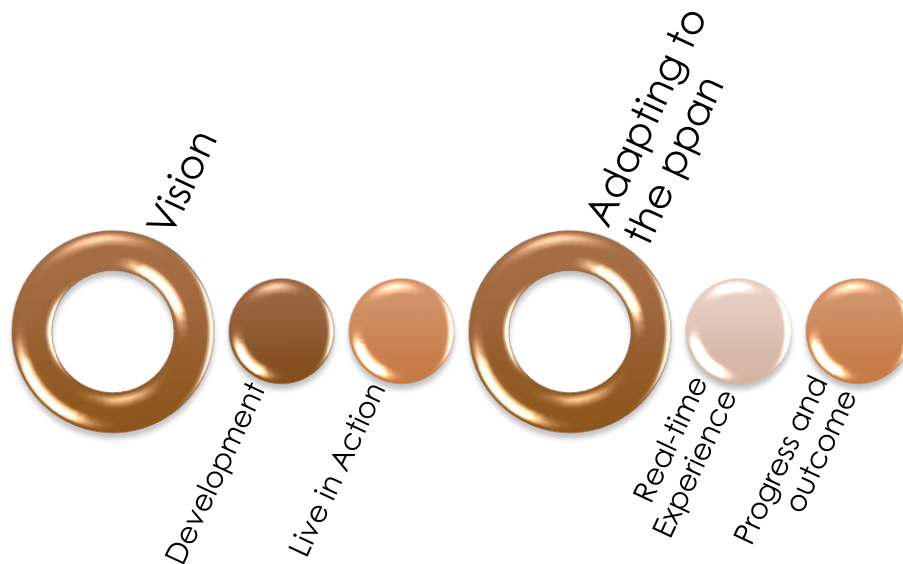
"

Set Goals and Purpose

Activate your Organizational Culture and Leadership Styles

Realize it by using the right resources and environments.

VITEL GLOBAL
COMMUNICATIONS
The Ultimate Business Cloud Voice & Data Services

Implementing Hybrid Work Model at Your Workplace

Vitel Global - 2022

Vision

Development

Live in Action

Adapting to the ppan

Real-time Experience

Progress and outcome

The first step is to create a hybrid work vision and define your work environment.

Decide what kind of work in a hybrid environment best suits your skills and interests.

A hybrid work vision is at the top of the pyramid. Determining your company's vision is critical because it serves as a lighthouse and charts the course your business will take.

"A strong line in the sand, communicated clearly and succinctly by senior leaders" is an important part of an effective hybrid vision statement.

To begin, determine why you want to go hybrid. The reasons for doing so can be numerous, ranging from improving the employee experience, increasing the attractiveness of the employer, and reducing office costs.

VITEL GLOBAL
COMMUNICATIONS
The Ultimate Business Cloud Voice & Data Services

# Implementing Hybrid Work Model at Your Workplace

Vitel Global - 2022

You need to identify and clarify with all stakeholders the reason(s) that apply to your company as well as set the goals of a hybrid work model.

The next step is to make sure that your hybrid work vision is in line with the company's and HR's overall vision and goals, business strategy, and operation model.

Try to answer this question:
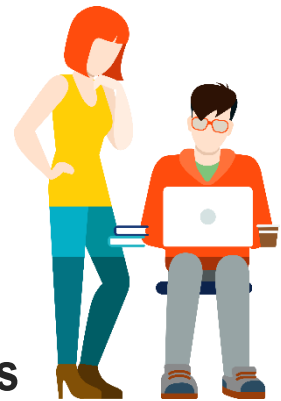
Is your hybrid vision consistent with the goals of your company?

For example, how can the hybrid work vision promote employee well-being if that's a concern of yours?

If you can, get your employees involved in the process at the earliest opportunity.

In the end, it's your employees who will benefit the most from your flexible work arrangements. An employee survey is a great way to discover what your employees want and expect from your company. After that, consider what role you want your current office building(s) to play in the years to come.

VITEL GLOBAL
COMMUNICATIONS
The Ultimate Business Cloud Voice & Data Services

Implementing Hybrid Work Model at Your Workplace

Vitel Global - 2022

If your employees and other stakeholders were to come to the office for any reason, what would they want them to do there?

In what capacity are you using it?

Is there a way you'd like to encourage networking and teamwork at work?

While some companies will revert to their pre-pandemic office roles, others will revert to their pre-pandemic office roles. If you're a company like Dropbox, you've adopted a virtual-first strategy and now only see your workplace for teamwork purposes.

Peers are encouraged to gather in the Dropbox Studios, but they are not allowed to work on their own projects there. Few companies have called all of their employees to work at office as nothing ever happened. Even after the pandemic, there is a need to work at the office for employees who are employed in such companies.

At least some of the employees stated that they would like to continue working from home at least occasionally when the company asked them where they would prefer to work.

SMART goals for the hybrid work model must be collaboratively defined after the purpose and objectives have been established.

They, too, should be monitored on a regular basis using appropriate metrics.

Smart targets could include things like: the percentage of time spent in the office (per employee), the percentage of time spent in meetings

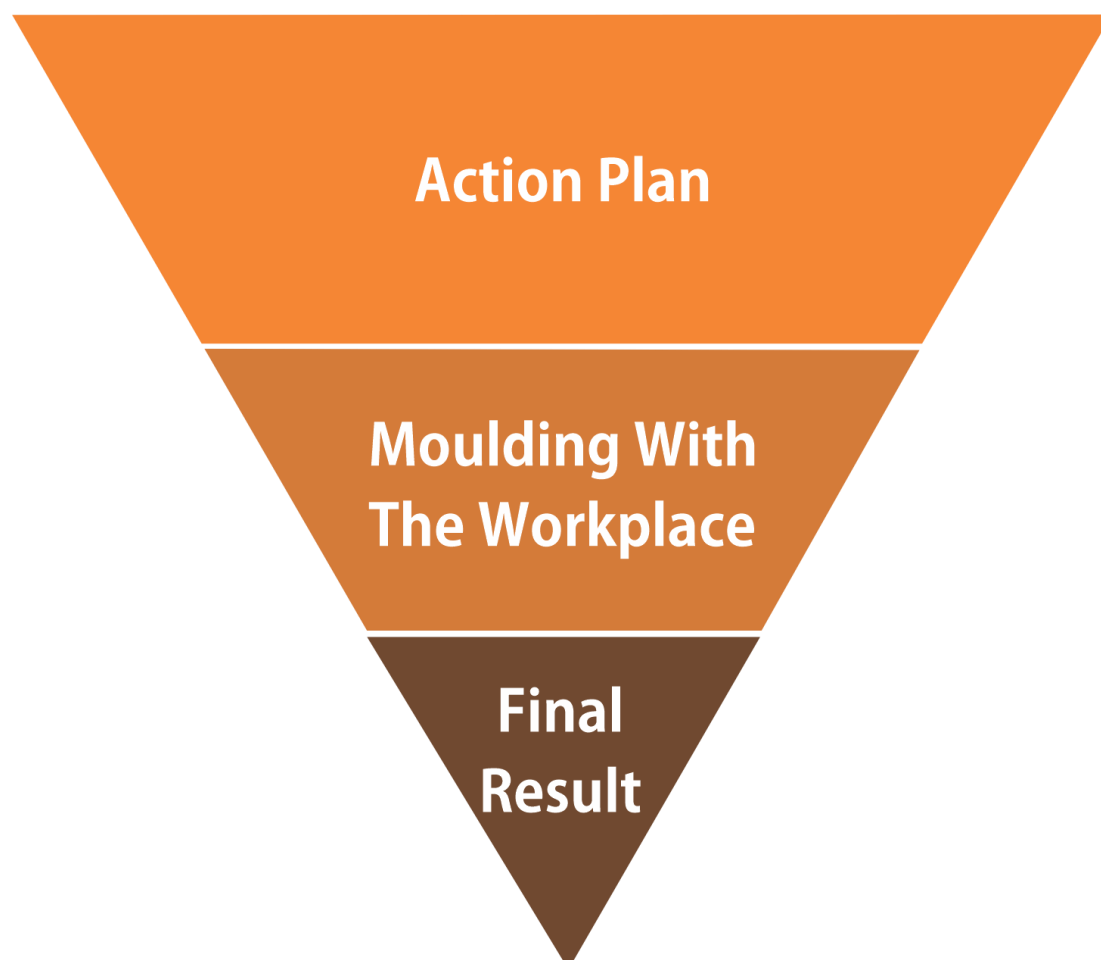# Implementing Hybrid Work Model at Your Workplace

Vitel Global - 2022

in the office, the satisfaction and happiness of employees, and the availability of adequate home office equipment (such as a second screen or ergonomic chair) for those who require it.

An anonymous employee survey is used to measure teamwork effectiveness.

The new hybrid work must be evaluated in a timely manner for its impact on productivity, employee well-being, and other organisational factors like innovation.

Action Plan

Moulding With The Workplace

Final Result

VITEL GLOBAL
COMMUNICATIONS
The Ultimate Business Cloud Voice & Data Services

Implementing Hybrid Work Model at Your Workplace

Vitel Global - 2022

Consider the following: Do you intend to keep, upgrade, or downgrade your current office space?

Finally, it's important to remember that implementing a hybrid work vision takes time and effort. Determine a realistic timetable for the transition based on your company's circumstances and context.

A "test and learn" mentality can be seen as helpful when approaching the shift to hybrid work from previous experiences. Starting with a small group or department within a larger organisation makes sense, especially in this case. Every decision has a significant impact on the daily routines of employees, so this aids the hybrid work responsible(s) in clarifying the process and taking a cautious approach.

For the transition to be successful, both capital and human resources must be invested in the process.

Determine who is responsible for implementing the hybrid work model, as well as the iteration stages.

The length of time that your hybrid work model will be in place is also critical. It is possible that the hybrid work model will only be used for a few months or years in some companies, but this is not always the case.

Implementing Hybrid Work Model at Your Workplace

Vitel Global - 2022

Just listen to your employees' needs and combine them with your own circumstances to determine what works best for you. There is no argument in deciding whether the answer is right or wrong answer.

When transitioning to hybrid work, adopting a "trial and error" mentality is essential.

After establishing your vision, the next step is to design your hybrid work environment. Goals and objectives are operationalized here, as well as details for implementation in the context of the individual case.

Archetypes, role allocation, and policies are the three main considerations when designing a hybrid work environment.

In the end, the right setup for your company might look very different from existing models because every company has unique circumstances and requirements. You can use these examples as inspiration, common practises and role models but they may not always be appropriate for your unique situation.

For example, if your industry relies heavily on creativity, you may need a creative head and the entire team is required on-site for being creative and bounding the ideas within the company premises.

Only a few times a year are you required to go into the office to meet your co-workers face-to-face.

VITEL GLOBAL
COMMUNICATIONS
The Ultimate Business Cloud Voice & Data Services

Implementing Hybrid Work Model at Your Workplace

Vitel Global - 2022

Objective: Greater adaptability and a larger pool of potential employees

Remote relay Time in the office: 1 to 5 days per week can vary

The mission is to decrease the office space needed while also cutting costs.

A calendar-based rotation system that determines in advance how many and on which days each employee will work from home.

Hybrid work can be difficult to implement in places like labs and R&D, so the goal is to ensure that employees are happy with their work environment.

One to two days a week, employees work from home. Today, they have a lot of options, but they still have to work together with their peers to make decisions.

Compensation and employee benefits are important issues to bring up in this context. It's a good idea to think about tailoring benefits to the specifics of your work environment. " For example, if an employee is working abroad and paying him commutation charges is not a sensible thing to do. Consider a variety of options for all of your employees that are both reasonable and equitable.

ELIGIBILITY:

Is it possible to perform this job from a distance?

Implementing Hybrid Work Model at Your Workplace

Vitel Global - 2022

What happens to teamwork if some or all of this work is done from a remote location?

TRACKABILITY:

To what extent can the performance of this role be tracked if it is performed entirely or in part remotely? How can I set KPIs for roles that aren't as obvious, like human resources?

What do you hope to accomplish by partially or completely removing yourself from this role?

What are some of the possible benefits? Increasing flexibility, attracting the right employees, reducing office costs, and so on.

STATUS AS AN EMPLOYEE:

In the end, it's all about the person, not the group. Consider whether the person currently in the position can handle the model. How long they've been there and what kind of role they've played can all affect this.

Keep in mind that hybrid archetypes aren't just for production industries.

Verify that the hybrid work model you're offering complies with local laws in the countries where you plan to operate. A good example of this would be to thoroughly investigate the possibility of allowing your employees to work remotely. If this is the case, there may be a cap on the number of days your employees can work abroad. If you reside in

Implementing Hybrid Work Model at Your Workplace

Vitel Global - 2022

the European Union, you should be aware that different rules apply to EU citizens and non-EU citizens.

These questions necessitate the expertise of a legal professional and local knowledge to answer.

The organization's commitment and guidelines for hybrid work should be communicated throughout the company.

Finally, open and transparent communication is the final step in defining and spreading a vision. Because the work environment has an immediate impact on the daily routines and life decisions of your employees, it is critical that you keep them informed from the earliest stages of planning through implementation, including a timeline. Prepare frequently asked questions and make sure there are no ambiguities. Predict potential exceptions and pitfalls.

END NOTE

In order to avoid misunderstandings or unfavourable feelings, make sure to inform the entire organisation before implementing hybrid work with a small group of your employees. It's a good idea to designate one person per team or department to be the primary point of contact for all things hybrid at work. In the event that employees have concerns or questions, they can contact this person. They have direct access to the person in charge of the hybrid workplace initiative.

VITEL GLOBAL
COMMUNICATIONS
The Ultimate Business Cloud Voice & Data Services

Implementing Hybrid Work Model at Your Workplace

Vitel Global - 2022

Communication is critical to employee adoption success, which is directly linked to the next pillar of our framework: culture and leadership.

After defining your hybrid work vision and creating your setup, the next step is to infuse your company's culture and leadership with a sense of purpose and urgency. As a result, managers must be equipped for the new hybrid world, performance management must be adjusted, and your work model must be supported by agile practises.

A. Give your leaders the tools they need to manage in a hybrid way.

As a result, it is critical to empower your leadership for the transition to hybrid work while empowering your employees with more freedom. In order to be prepared for this shift, most leaders will need to make significant changes to the way they manage their teams. Consequently, you must ensure that your leaders are properly trained, especially in remote locations.

Inspire, care, empathise and trust your employees more as a result of this training. A more practical suggestion would be to hold weekly team meetings and encourage two-way feedback between leaders and employees in a hybrid work model.

Instead of performance ratings or rankings, managers were trained in how to give and receive constructive feedback. Workers became more engaged, which led to a 30 percent decrease in voluntary turnover.

VITEL GLOBAL
COMMUNICATIONS
The Ultimate Business Cloud Voice & Data Services

Implementing Hybrid Work Model at Your Workplace

Vitel Global - 2022

Incorporate your working model into your performance management system.

If you want to truly transform your culture and leadership, you must also change the way you measure performance. Employee performance evaluation has long been critical, but hybrid work will necessitate new approaches.

About Vitel Global

With the launch of our cloud-based business phone system, we are poised to revolutionize the way small businesses operate. Vitel Global is a company that provides cloud-based office communication solutions that provide professional features for companies who need to communicate with their employees. The company was founded with a belief that small businesses can be successful and offer quality services while also being cost-effective on a large scale. With an emphasis on providing a high-quality product at a reasonable price.

THE

E   N   D