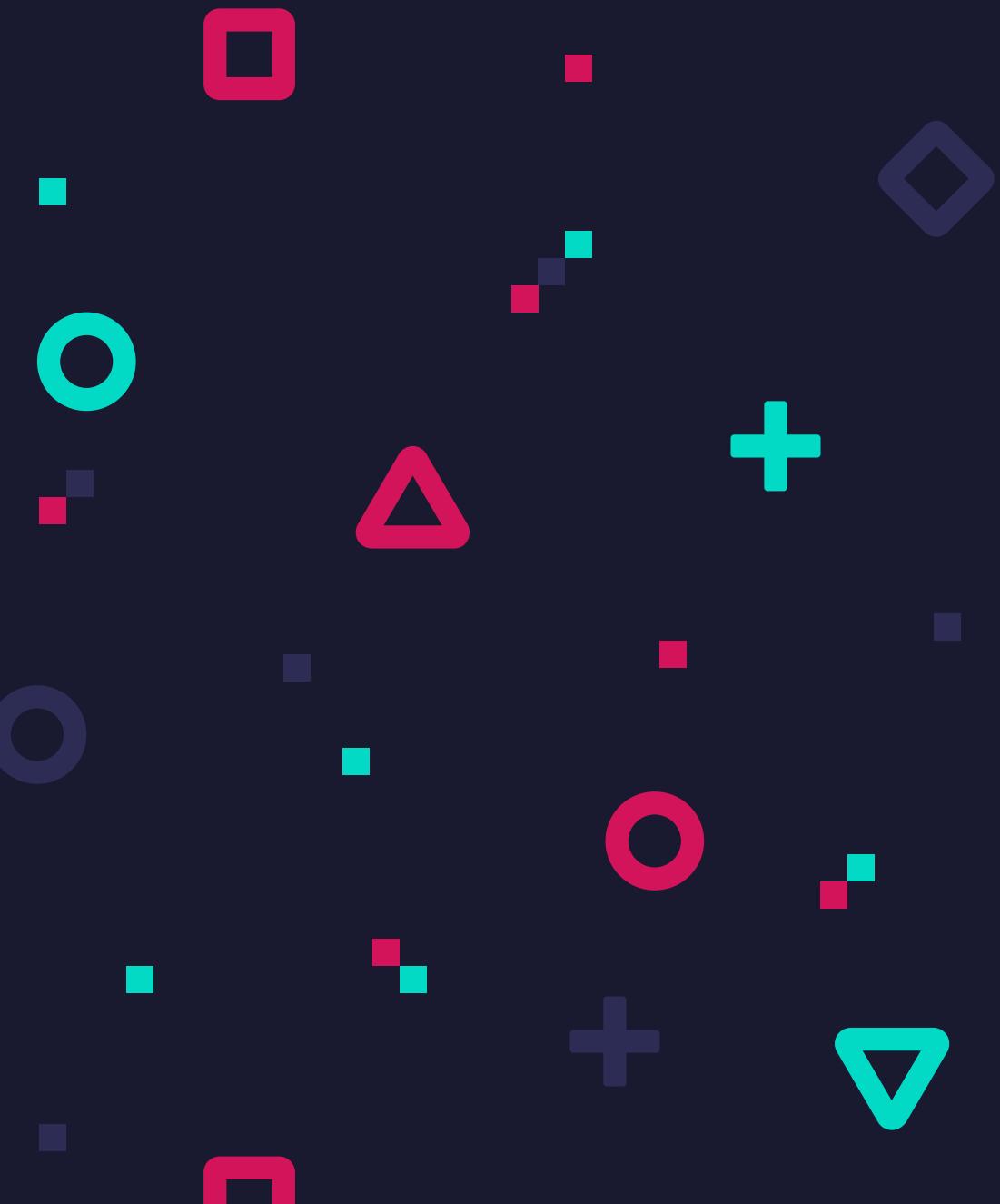


## SITE CONTENTS

# Hybrid workplace



## WORKPLACE TRANSFORMATION SITE

### Inform, guide, engage

Help your organization implement and manage change initiatives such as new processes, systems, or mergers and acquisitions. This template is pre-populated with several fully designed pages, and news templates to inspire your change management project.

This template's content centers on helping organization's adopt hybrid workplace skills and habits using research insights from Microsoft's Research lab and can be customized to meet the needs of any organization change management project.

Learn more about Microsoft's research on working from home so far, and what the future will bring.

Review the Workplace transformation site provisioning and customization guidance. Consider using Microsoft 365 Learning pathways to embed Microsoft-curated hybrid work training content or other related training.

- Custom home page using out-of-the-box web parts
- 11 customizable pages, related to hybrid work, using out-of-the-box web parts
- Custom illustrations throughout the sites and pages
- Hybrid work check list in the form of a Microsoft List
- 2 news templates
- 4 news articles with example content
- Custom illustration of "A week in the hybrid workplace"
- Hybrid workplace tips
- Pre-populated FAQ section
- Managers- only page with pre-populated quick tips for managing remote workers
- Champions page that helps recruit and engage new change champions
- A message from our CEO page that helps endorse change management projects
- Provisioning and customization guidance

## SITE SCREENSHOTS

# Hybrid workplace

## Site pages

1. Home
2. Hybrid work
3. Get started
4. Community
5. Week in the life
6. Training
7. Quick tips
8. A message from our CEO
9. Champion program
10. Managers only
11. Get help

The screenshots illustrate the following site pages:

- Home:** Main landing page for hybrid workplace.
- Hybrid work:** Page detailing the shift to hybrid work, factors impacting it, and what's next.
- Get started:** Page featuring Patti Ferrand's video message, hybrid work leaders, and success stories.
- Community:** Page for building a community and recognizing champions.
- Week in the life:** Page showing the week in the life of a hybrid worker.
- Resources:** Page for hybrid work leaders and success stories.
- Get help:** Page for quick tips, a message from the CEO, and the champion program.
- Customization instructions:** Page for managers only.
- Following:** Page for getting help and sharing resources.
- Share:** Page for sharing the site.

# Hybrid workplace

## Site pages

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## SITE SCREENSHOTS

The screenshots illustrate the following pages:

- Home:** A landing page with a dark background featuring a grid of icons related to hybrid work.
- Week in the life:** A page showing a weekly schedule from Monday to Friday, each with a small illustration and a brief description of typical hybrid work activities.
- Training:** A page titled "Learn something new today" featuring a section on "Curated training modules" with three categories: Web being and productivity, Collaboration and meetings, and Security and data protection.
- Quick tips:** A page titled "Lightweight training with big impact" containing sections on "Planning work-life boundaries" (with "Build in breaks" and "Schedule focus time"), "Maximize your internet bandwidth" (with "Use your best connection" and "Prioritize up-to-date equipment"), "Privacy protection at home" (with "Be overshare aware" and "Go back to the basics"), and "Inclusive hybrid meetings" (with "Make content accessible" and "Minimize distractions").
- A message from our CEO:** A video message from Patti Fernandez. The page includes a transcript of her message and a note that it was recorded on October 12, 2021.
- Review and revisit quick tips:** A page titled "Transforming to a hybrid workplace" with a "Download PDF" button.

Each screenshot shows a header with the site title "Contoso Electronics" and a "Search this site" bar. The footer of each page includes links for "Help & resources", "FAQs", and "Training sessions".

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**Home Page (Left):**

- Champion program:** Make a difference. Become a Champion.
- Invest in yourself by investing in others:**
  - PERSONAL & PROFESSIONAL BENEFITS:** When you commit to championing a cause, you are taking on a leadership role by supporting and guiding others through change. By doing so, you will have the opportunity for professional growth that will help you reach your own future ambitions.
  - BENEFITS OF BECOMING A CHAMPION:** Make an impact by accelerating adoption of the practices and technology necessary for our workplace transformation.
  - WHAT YOU CAN EXPECT AS A CHAMPION:**
    - Regular champion peer networking and sharing
    - Expert training on the best practices and technologies to support the hybrid workplace
    - Recognition for your impact helping your colleagues work better and thrive in our new hybrid workplace
    - Resources you can use to help your colleagues succeed
    - Regular small communications such as community topics, team news, tips and resources
    - A chance to meet other experts at Corosso who are leading our workplace transformation
- What's expected of champions:**
  - SHORT TERM COMMITMENTS, LONG TERM BENEFITS:** To create effective champions, we need to invest time into champion training to ensure the organization is prepared for the coming up changes. While there is no minimum time commitment required to become a champion, you will be available to participate in certain events and meetings.
  - CHAMPION COMMITMENTS:**
    - Attend the champion kick-off meeting
    - Participate in the Corosso champion network by contributing to weekly community calls and attending monthly champion calls
    - Provide your peers with planned and informal training sessions to help them succeed in their new hybrid workplace
    - Be a champion for your leadership, organizational manager, and the broader organization
    - Ask for the feedback and resistance you are hearing from colleagues that engage with the program issues or improvements can be made
- Want to learn more? Attend an upcoming ask me anything event.**
  - + Add event
  - TRANSFORMING TO A HYBRID WORKPLACE: CHAMPIONS ASK ME ANYTHING  
Wed, Mar 5, 10:00 AM
  - TRANSFORMING TO A HYBRID WORKPLACE: CHAMPIONS ASK ME ANYTHING  
Mon, Mar 1, 10:00 AM
  - TRANSFORMING TO A HYBRID WORKPLACE: CHAMPIONS ASK ME ANYTHING  
Thu, Mar 16, 10:00 AM
  - TRANSFORMING TO A HYBRID WORKPLACE: CHAMPIONS ASK ME ANYTHING  
Mon, Apr 4, 10:00 AM

**Hybrid Work Page (Middle):**

**Champion program:** Championing hybrid work, skills, and expertise for our new hybrid workplace by evangelizing and helping peers acquire new skills and tools. Champions help set the tone of organizational transformation and can be influential when sharing feedback and ideas. By becoming a champion, you will be a key driver of success driving organizational change and using their unique skillset to help others succeed.

**Hybrid workplace tips and resources for managers:**

**Tips for managers:**

- It's important that managers create a trusted space for employees to connect and share experiences, offer support, and align on commitments. Review management best practices to help your team for success while maintaining team culture.
- Build a circle of influence with peers and leaders
- Participate in identifying business challenges and opportunities to help your team succeed
- Get recognized by your peers and leaders for helping Corosso become a hybrid workplace

**WHAT YOU CAN EXPECT AS A CHAMPION:**

- Regular champion peer networking and sharing
- Expert training on the best practices and technologies to support the hybrid workplace
- Recognition for your impact helping your colleagues work better and thrive in our new hybrid workplace
- Resources you can use to help your colleagues succeed
- Regular small communications such as community topics, team news, tips and resources
- A chance to meet other experts at Corosso who are leading our workplace transformation

**What's expected of champions:**

- SHORT TERM COMMITMENTS, LONG TERM BENEFITS:** To create effective champions, we need to invest time into champion training to ensure the organization is prepared for the coming up changes. While there is no minimum time commitment required to become a champion, you will be available to participate in certain events and meetings.
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**Want to learn more? Attend an upcoming ask me anything event.**

- + Add event
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**Managers Only Page (Right):**

**Meet the hybrid workplace project leads:**

**Hybrid workplace champion project leads:**

**Attend an event:**

**Lunch and learn:**

**Office hours:**

**Champions: Ask me anything:**

**Frequently asked questions:**

**Why are we adopting hybrid workplace practices?**

The way the world gets work done has fundamentally changed over the last year. Many companies have adopted hybrid models to support their employees' needs. We believe it's healthy, feel engaged, and can do their best work. Review new hybrid work policies around workplace location and working hours with your manager to learn more about how you can make the most of this transition.

**Why can't we work from home 100% of the time instead of adopting a hybrid model?**

Research shows that some physical connectivity to our teams and sharing meeting and workspace locations is important for our mental health and well-being. We believe that's why you learned that some meetings are just more effective in person. To ensure your success, we believe a balance between working from home and working in the office is the best approach.

**What's my role in adopting hybrid workplace practices?**

Our goal is to support you in making the transition smooth and seamless. Adopting new workplace habits and skills will take time, and everyone will move at a different pace. Want to get more involved in hybrid workplace adoption? Consider becoming a hybrid workplace champion.

**How long is the transition going to take?**

It's a gradual process, not an overnight change. The first major shift will take several months as we learn and grow together. We will know more about what the pace of long-term support and policies will be once we have more information on how our employees are adapting. More information will be available in the hybrid workplace portal.

**Where should I get started?**

Start by reaching out to our CEO, Paul Ferrante, should you have questions. He leads Corosso's strategy and oversees the company's growth. You can also reach out to your manager about the support networks available to you or RSDT for an upcoming learning opportunity.

**How many training sessions do I need to attend?**

There are three core training topics: Well-being and productivity, meeting and collaboration, and hybrid workplace basics. Each topic includes a recorded video, a live Q&A session, and a follow-up quiz. The training can be done independently, either from the office or from home. Learning opportunities will be available in the hybrid workplace portal.

**How long will it take to complete the training?**

Each training session has been designed so that you can quickly pause and pick up where you left off. Micro-learning opportunities can take place in your workflow. Each of the three training sessions can be completed in under an hour.

**Who can I go to for extra help?**

It's highly recommended that you attend one of the many upcoming events that will offer additional training opportunities outside of the required training modules that will include live Q&A sessions with our experts, and "Ask me anything" type events with the hybrid workplace champions community.

**Are there any changes to benefits?**

We've updated our employee benefits to reflect the care of benefits that expand to include ergonomic office equipment, wellness services, and even childcare services to make sure you have the support you need to stay healthy and do your best work. Learn more about expanded benefits and how they apply to you.

**How do I request a change to my work location or working hours?**

Start by letting your manager know you are considering adjusting your workplace and working hours. Make sure you are aligned with expectations around these adjustments.

**Get Help Page (Bottom):**

**Transforming to a hybrid workplace:**

**Help & Resources:**