Microsoft

How to Hybrid: Presentation Slides
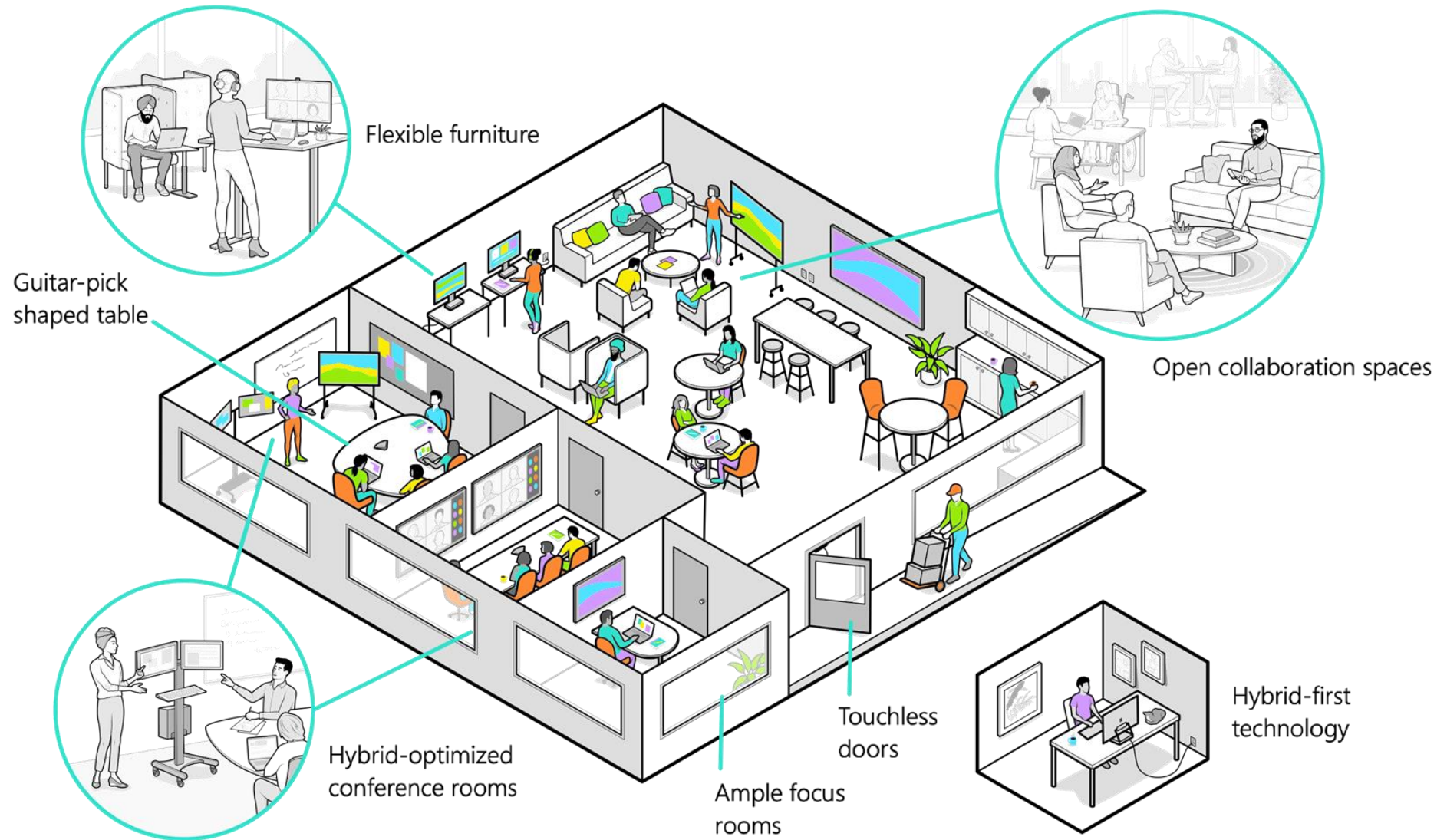
Microsoft

Make In-person Time Count

Leaders want to see people on-site, but employees don't know when and why to come in. Here's how to make the most of your time together.

Read the Guide

Microsoft

Designing Your On-site Experience

Flexible furniture

Guitar-pick shaped table

Open collaboration spaces

Hybrid-optimized conference rooms

Ample focus rooms

Touchless doors

Hybrid-first technology

WorkLab | How to Hybrid
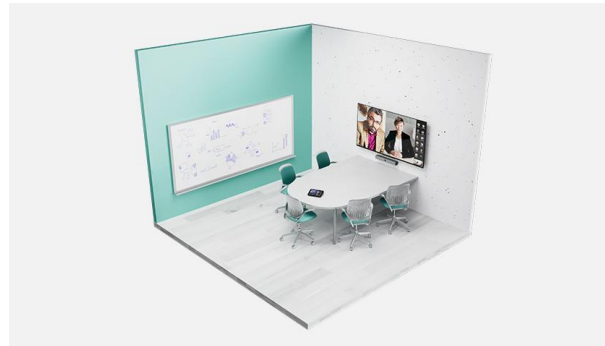
The Right Tech for the Right Room

Microsoft

Focus room: Bring your own device, or 1 display; 1 integrated camera / speaker / mic

Open collaboration space: 1 Surface Hub 2S

Enhanced meeting room: 1 ultra-wide projector; 1 integrated camera / speaker / mic; 1 Surface Hub 2S

Small conference room: 2 displays; 1 integrated camera / speaker / mic; 1 content camera

Medium conference room: 2 displays; 1 camera, 1 content camera; 2 speakers, mics

Large conference room: 1 4K projector; 1 camera, ceiling-mounted speakers, and mic; 1 Surface Hub 2S, or 1 content camera
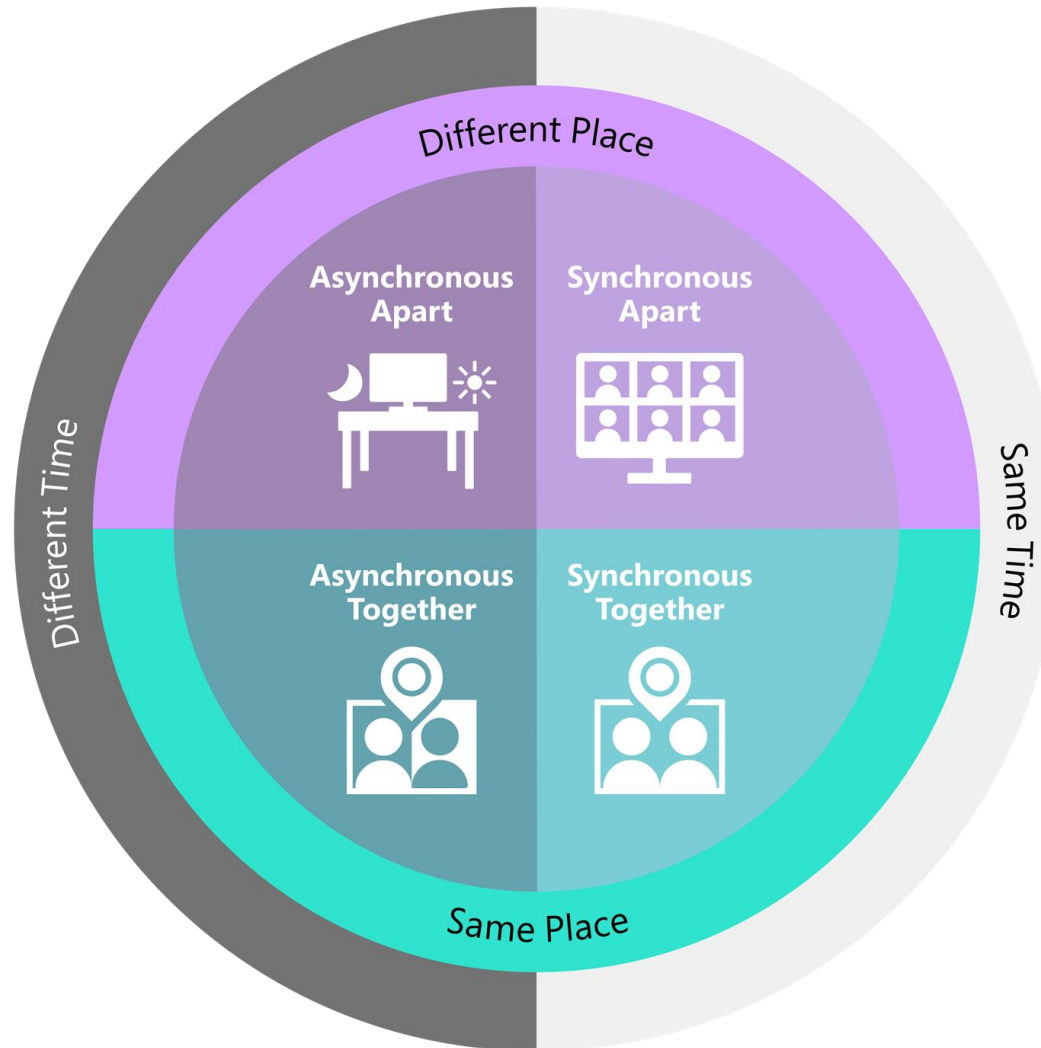
Unlock Asynchronous Collaboration

Same time, different place? Or different time, same place? Help your people work seamlessly across time and space.

Read the Guide

The Four Modes of Hybrid Work

Different Place

Different Time

Same Time

Asynchronous Apart

Synchronous Apart

Asynchronous Together

Synchronous Together

Same Place

Microsoft

Microsoft

Regain Work-Life Balance in the Age of Hybrid

Create a flexible culture where people don't have to be "always on." Help your employees reclaim their time and focus on the tasks that matter most.

**Read the Guide**

Reclaim Time to Restore Work-Life Balance

Codify the New Norms

Use Commute Time to Shift Your Mindset

Create New Behavioral Norms

If leaders do these things...

Schedule Focus Time—and Practice Timeboxing

Model Balanced Behavior—and Use Timeboxing

individuals will be able to do these things...

Create Space Between Meetings

Empower Managers to Experiment

Embrace "JOMO"

Give People the Power to Prioritize

Microsoft

Get Hybrid Meetings Right

Who needs to be there in person? Who can catch up later? Here are five types of hybrid meetings—and how to make every one count.

Read the Guide

Five Types of Hybrid Meetings

	Brainstorm	Discuss & Decide	Design & Create	1:1 Connect	Team Building & Bonding
Prioritize In-person?	☐	☐	☐	☑	☑
Hybrid Work Modes	Sync / Async	Sync / Async	Sync / Async	Sync	Sync
Collaboration Experiences	Open collaboration space	Medium conference room	Open collaboration space	Focus room	Open collaboration space
	Enhanced meeting room	Large conference room	Focus room	Small conference room	Enhanced meeting room

Read the WorkLab Guides

[Make In-person Time Count](#)

[Unlock Asynchronous Collaboration](#)

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[Get Hybrid Meetings Right](#)