Assignment

<https://wsu.instructure.com/courses/1508609/assignments/6474333?module_item_id=13813020>

Due Monday Nov 1 by midnight, submitted by Matt.

Present to class on Nov 2

Please note: The presentation will not be graded without the Academic Integrity statement or the teams' completed Self and Team Assessments.

Topics are augmented with research of literature from peer-reviewed and/or credible sources such as those found in the WSU library ([https://libraries.wsu.edu/ (Links to an external site.)](https://libraries.wsu.edu/)).

Final reminders: Include your references at the end (on separate slide(s)). Tie in concepts learned throughout the course (discussions, homework, lectures, texts, team meetings, etc.).

develop a presentation that represents the team’s research, analysis, findings, and recommendations on the topic

The length of the presentation should be 4-5 slides per team member as a guideline plus title and reference slides. That is, content will increase with the size of the team.

The total class presentation is scheduled for about 7-10 minutes per presenter, followed by questions to the class from the presenters; and if time allows, questions from the audience

 Team Inclusion

* How do managers make sure everyone is included in a hybrid workplace?
  + The employee experience should be the same if you are in the office or virtual [1]. If half of your team is in the office and the other half is virtual, you can miss those side conversions that sometimes are critical for good communication. One of the best steps to ensure that everyone is included in a hybrid workplace is to have all of the employees connect to a meeting virtually. This can be done with the proper equipment using a headset with a microphone. It will help to make sure that all conversations will include all employees and all voices will be heard equally with the same audio sound levels. The other option if you cannot connect all virtually or with headsets, is make sure the audio system is high quality and picks up all sounds.
* How do managers ensure engagement?
  + To ensure engagement, encourage all participants to turn on their video [2]. This will enable each person to be able to show their expressions and non-verbal that is critical for good communication. It will encourage each person to be more presentable by getting out of their pajamas and combing their hair. If we stay in our pajamas, it can also have negative connotations where we can start to feel lazy and demotivated [6] and can lead to less productivity. Also, the connection will feel more personal with video and voice.
  + The next step is to setup a system where everyone has an opportunity to contribute. You can give time for everyone who wants to contribute if they desire.
  + Another option is to force involvement (in a friendly way) by going around to each person to give a quick status of how their work is progressing. You could also create a game to have each person say what their favorite place to travel to is or any other topics as appropriate for the meeting.
* What is the role of a manager?
  + A hybrid environment requires a manager to be fully supportive and understand the differences with remote workers and on-site workers. You will need to avoid the “us versus them” [2] mentality. This could drive wedges into the team.
  + The manager must continue to apply rules fairly to everyone. For instance, if all team members need to start work at 9:00, then you will need to figure out how to enforce that. It’s easy to see if someone is in the office at 9 but for remote workers, you will need to find a way to monitor the start times. One idea is to have a meeting at the expected start time.
  + The manager should make sure that any information that is gained from being on-site should also be given to remote workers. Sometime we all have the meeting after the meeting. This can be valuable information and it should be captured and distributed to all team members.
  + Setup a system to allow easy collaboration. Microsoft Teams has
* What leadership frameworks perform best in this environment.

 Setting Team Expectations

* Have work hours changed?
  + Work hours will need to be adjusted for some workers. If you have workers on the west coast versus east coast you need to set your meeting times appropriately to accommodate all workers. If you have workers from other countries, you will need to be sensitive to the time zone and set meeting times as needed. The team maybe needs to have everyone on-call in case issues need to be resolved quickly. Use this sparingly to avoid burnout.
* How does leadership drive expectations?
  + Leadership drives expectations by first setting the example.
    - If you want your team to be at a meeting on time then you will need to be there first.
    - Communication practices on status, time-off, contact information are important.
    - Treat everyone with respect
    - Everyone should have a plan to grow using goals including the manager
* How do hybrid teams collaborate to achieve a common goal?
  + Make sure team gets to know all members personally. This can be accomplished with events either locally or remote online.

[1] About the AuthorCatherine DalyOriginally from Dublin, et al. “5 Tips for Managing Hybrid and Remote Teams.” *ThoughtExchange*, 13 Aug. 2021, www.thoughtexchange.com/blog/managing-hybrid-remote-teams/.

[2] “How to Manage a Hybrid Team.” *Harvard Business Review*, 1 Feb. 2021, hbr.org/2020/10/how-to-manage-a-hybrid-team.

Joyner, Sam. “10 Tips for Managing Hybrid Teams.” *ViewSonic Library*, 29 June 2021, www.viewsonic.com/library/business/10-tips-for-managing-hybrid-teams/.

Kingl, Adam. *Next Generation Leadership: How to Ensure Young Talent Will Thrive with Your Organization*. HarperCollins Leadership, 2020.

Gavin, Matt. “6 Tips for Managing Global & International Teams.” Harvard Business School Online, 16 May 2019, <https://online.hbs.edu/blog/post/how-to-manage-global-teams>

[6] Lauren Geall, “Working from home? Here’s why getting dressed is more important than you think” Stylist

<https://www.stylist.co.uk/life/working-from-home-tips-get-dressed-never-wear-pyjamas-stay-productive-psychology/368185>