



HOW TO BUILD A HYBRID WORKPLACE THAT WORKS

According to Maddy Mackin Freeman, Design Director at DESIGN+BUILD, "Forming a hybrid workplace can actually be an opportunity for *better* collaboration. We're being more inclusive by allowing people with different ways of working to participate in a way that works best for them. It has the potential to increase both productivity and employee satisfaction."





Building hybrid workplaces that work

Here are the steps to take to ensure your hybrid workplace is productive, efficient, and leading your business to success.

01

Create a positive and inclusive culture

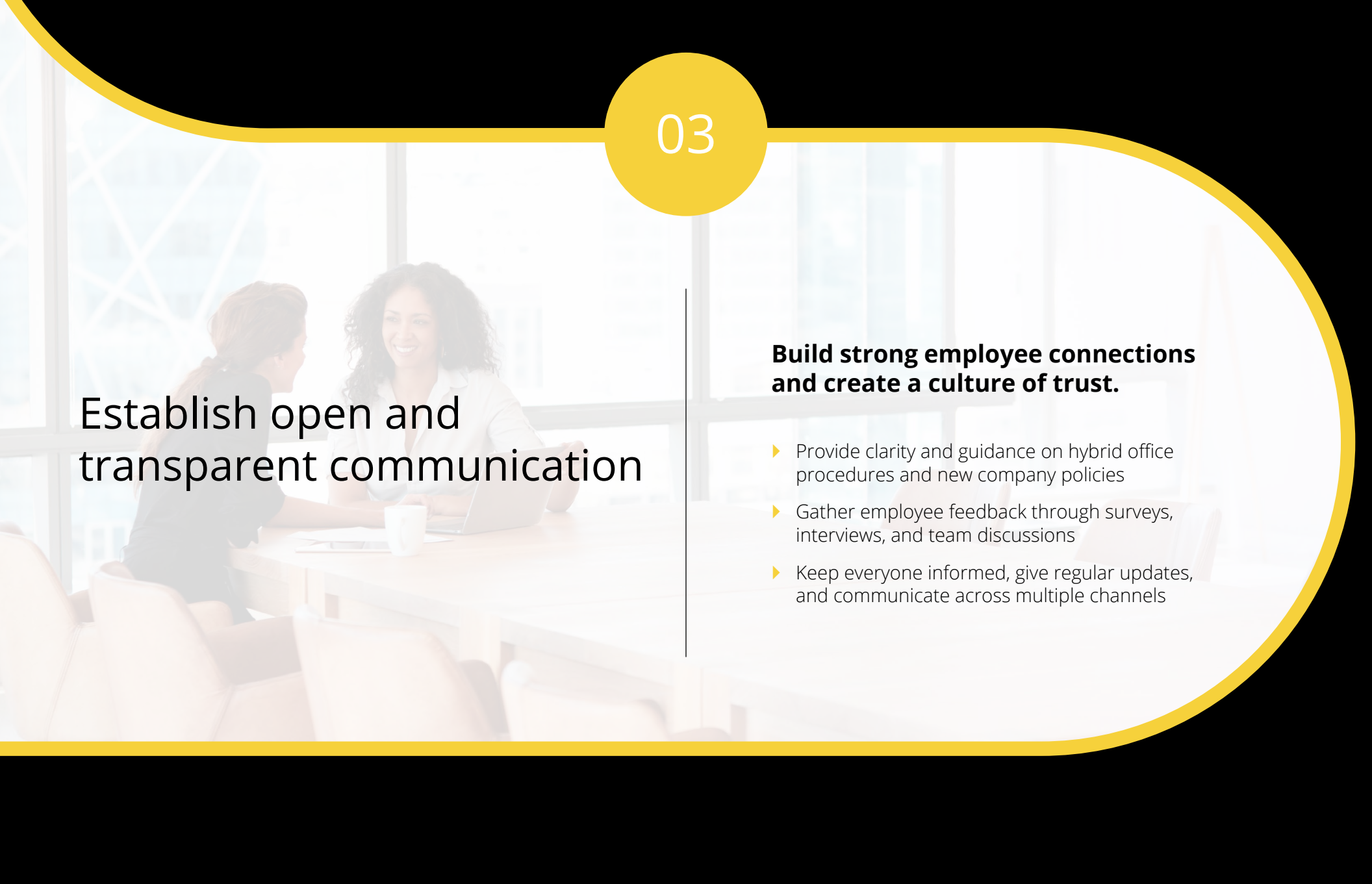
Level the playing field for everyone, no matter where they are working from.

- ▶ Provide equal access to technology, resources, and information
- ▶ Integrate inclusivity in your core company values
- ▶ Ensure everyone has the opportunity to speak out and be respected for their views and ideas

Reimagine meetings and collaboration

Make sure employees stay connected, engaged, and productive even while working from different locations.

- ▶ Enable seamless connectivity and transitioning between virtual and physical environments
- ▶ Facilitate meetings that encourage equal participation and contribution
- ▶ Implement digital tools and technologies that allow hybrid collaboration

A background image showing two women sitting at a table in a bright, modern office setting, engaged in a conversation. One woman is looking at a laptop while the other looks towards her. The scene is overlaid with a semi-transparent white and yellow graphic.

Establish open and transparent communication

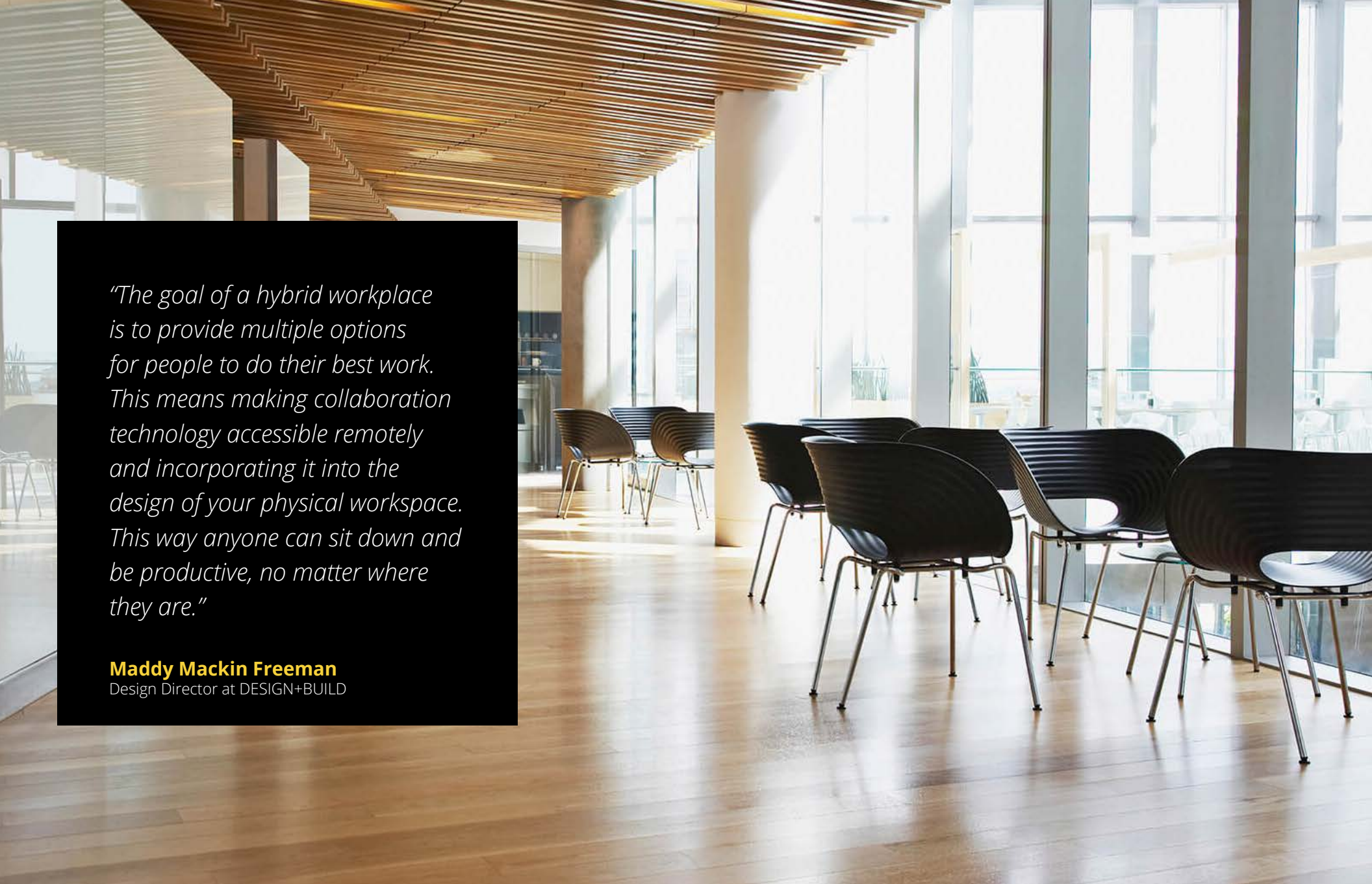
Build strong employee connections and create a culture of trust.

- ▶ Provide clarity and guidance on hybrid office procedures and new company policies
- ▶ Gather employee feedback through surveys, interviews, and team discussions
- ▶ Keep everyone informed, give regular updates, and communicate across multiple channels

Align collaboration tools and technology

Implement tools and technology to help employees collaborate and do their best work, from any location.

- ▶ Deploy the right digital tools that boost collaboration and productivity across teams
- ▶ Provide training for onsite and remote staff so they can use the tools to their full potential
- ▶ Make sure everyone can easily access and use the technology from anywhere

A modern office interior featuring a ceiling made of horizontal wooden slats, large windows on the right side, and several black chairs with metal legs arranged in a meeting area. The floor is made of light-colored wood. The scene is brightly lit, suggesting a sunny day.

“The goal of a hybrid workplace is to provide multiple options for people to do their best work. This means making collaboration technology accessible remotely and incorporating it into the design of your physical workspace. This way anyone can sit down and be productive, no matter where they are.”

Maddy Mackin Freeman
Design Director at DESIGN+BUILD

Prioritize health and wellbeing

Ensure employees are safe, happy, and healthy as they adapt to the new ways of working.

- ▶ Support employee needs and be more understanding of people's unique circumstances as they adjust to a hybrid workplace
- ▶ Implement programs that focus on employee mental health and wellbeing
- ▶ Encourage leaders and managers to have regular check-ins with each team member
- ▶ Facilitate regular social interactions, catch ups and events across onsite and remote teams

Update policies and procedures

Establish policies and procedures that provide the working framework for a hybrid workplace.

- ▶ Review and update policies to adjust to the new working environment
- ▶ Have clear policies for remote work, virtual meetings, security, diversity, and inclusion
- ▶ Effectively communicate policies to all employees - and give them the opportunity to provide feedback and suggest changes

Consider information security

Develop a security-focused environment to continually protect critical data and infrastructure.

- ▶ Communicate the need to focus on security - and help employees understand the threats and risks in a hybrid workplace
- ▶ Implement strong security policies and keep all security measures up-to-date
- ▶ Set clear guidelines and procedures in the event of a cyber attack or security breach

Intgrate the virtual with the physical

Design the physical workplace to be more flexible to adjust to the needs of a hybrid working environment.

- ▶ Set up open collaboration spaces that don't require fixed furniture or features and can be changed as the need arises
- ▶ Enable seamless hybrid collaboration anywhere in the office - allowing people to connect on individual devices, workstations or meeting rooms
- ▶ Build enclosed and private spaces where individuals can focus or take private video calls

DESIGN + BUILD

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