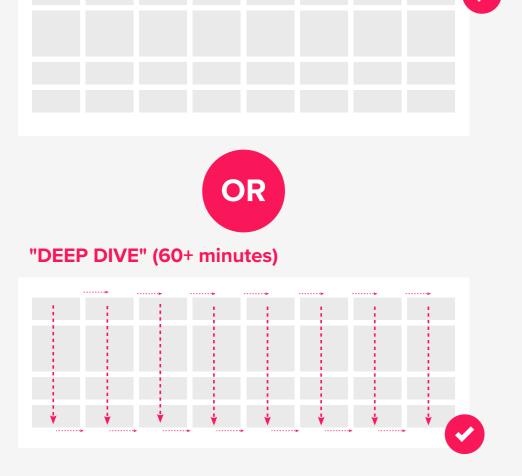


So we're ready to return to the workplace. Or are we? This template will help you and your team consider what and how a hybrid workplace might work for your organization.

#### INSTRUCTIONS

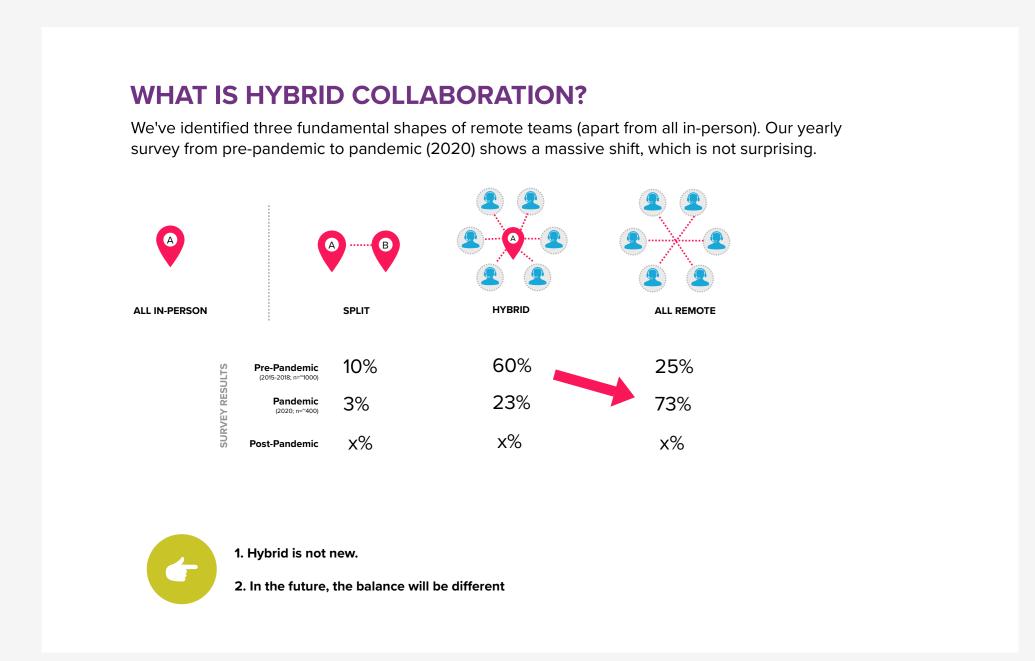
This template can be completed in either of two ways. If you have little time or are just getting started, do a "Quick Review" by completing only the exercises in the top row 1.

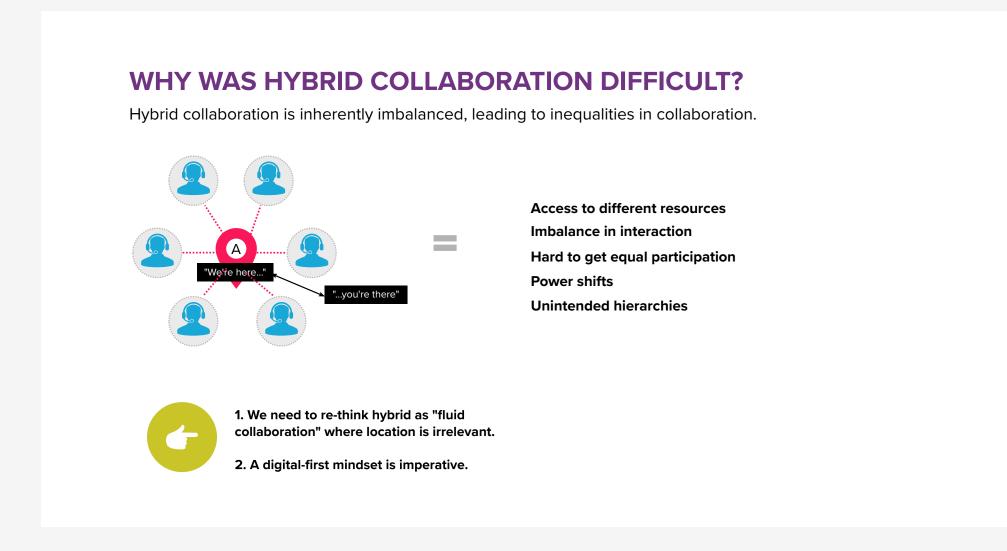
If you're ready to conduct a more extensive review, do a "Deep Dive" by working through the template from left to right, completing the exercises in each lettered column (A-H) top to bottom before continuing.

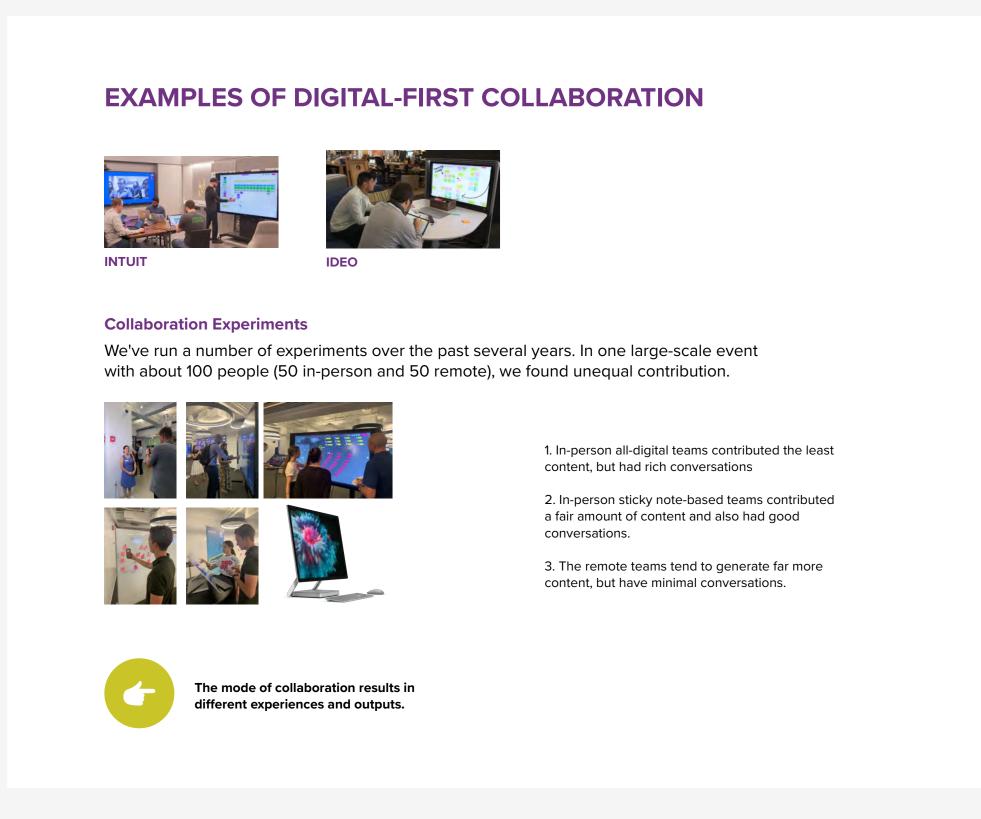


"QUICK REVIEW" (30-60 minutes)

#### THINGS TO THINK ABOUT BEFORE STARTING







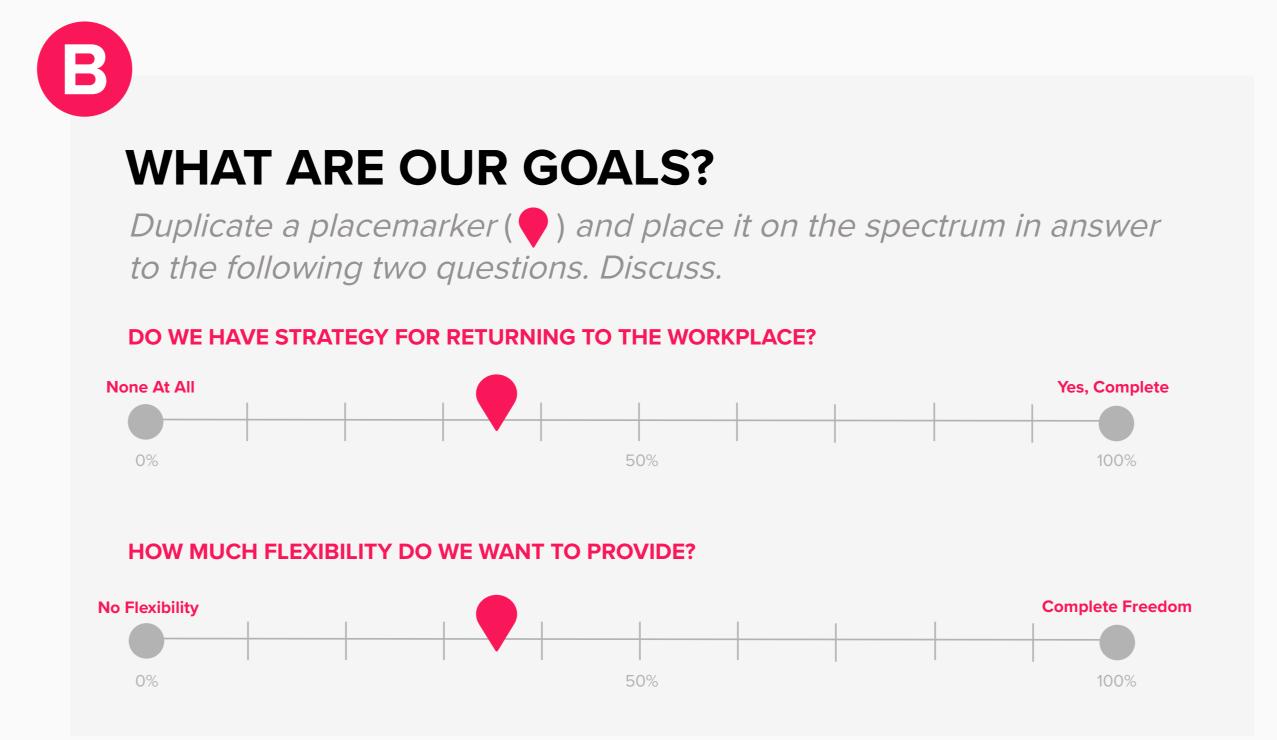
# Hybrid Workplace Planner (part 1)

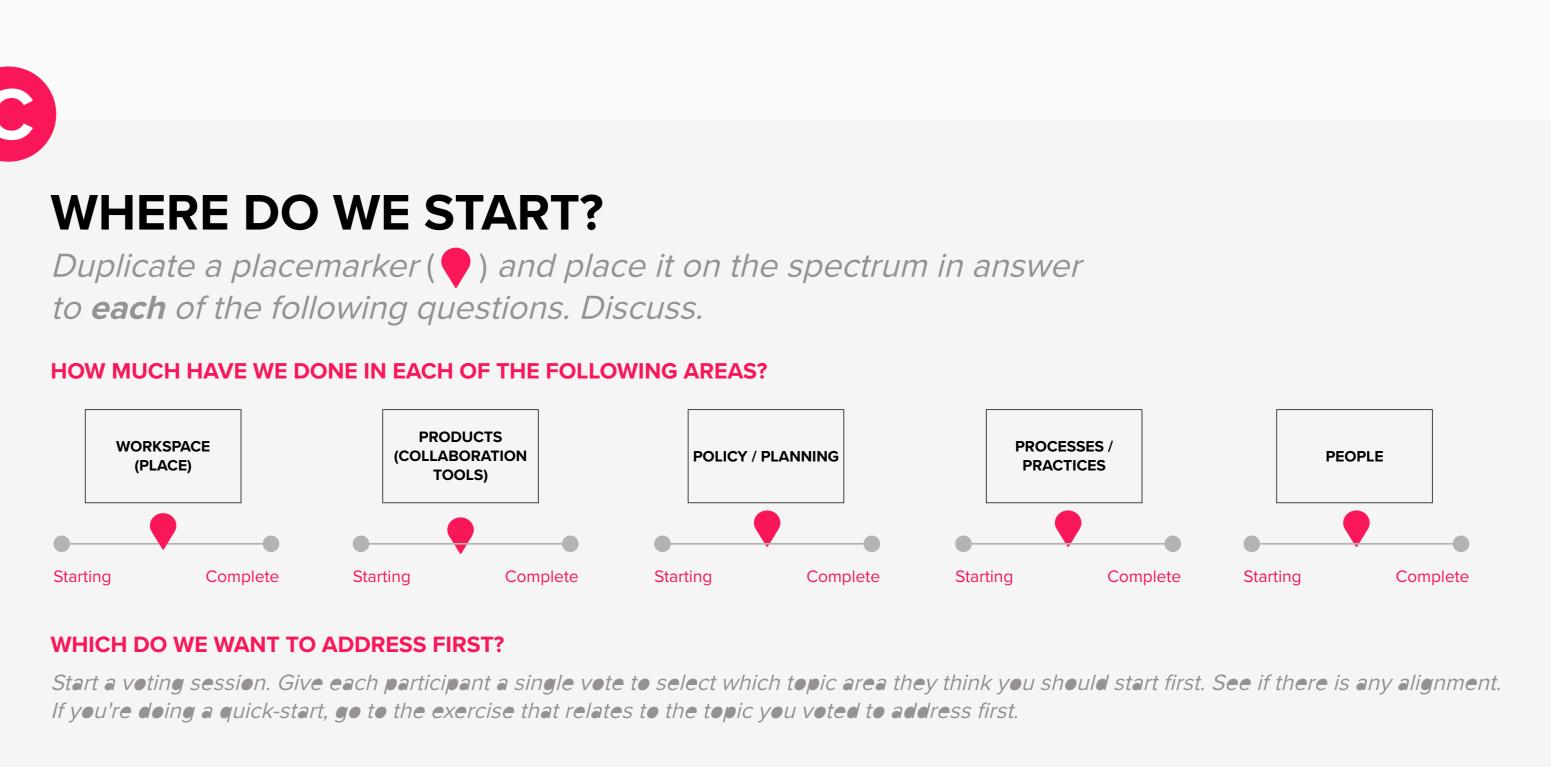
# FAST-TRACK / Quick Review

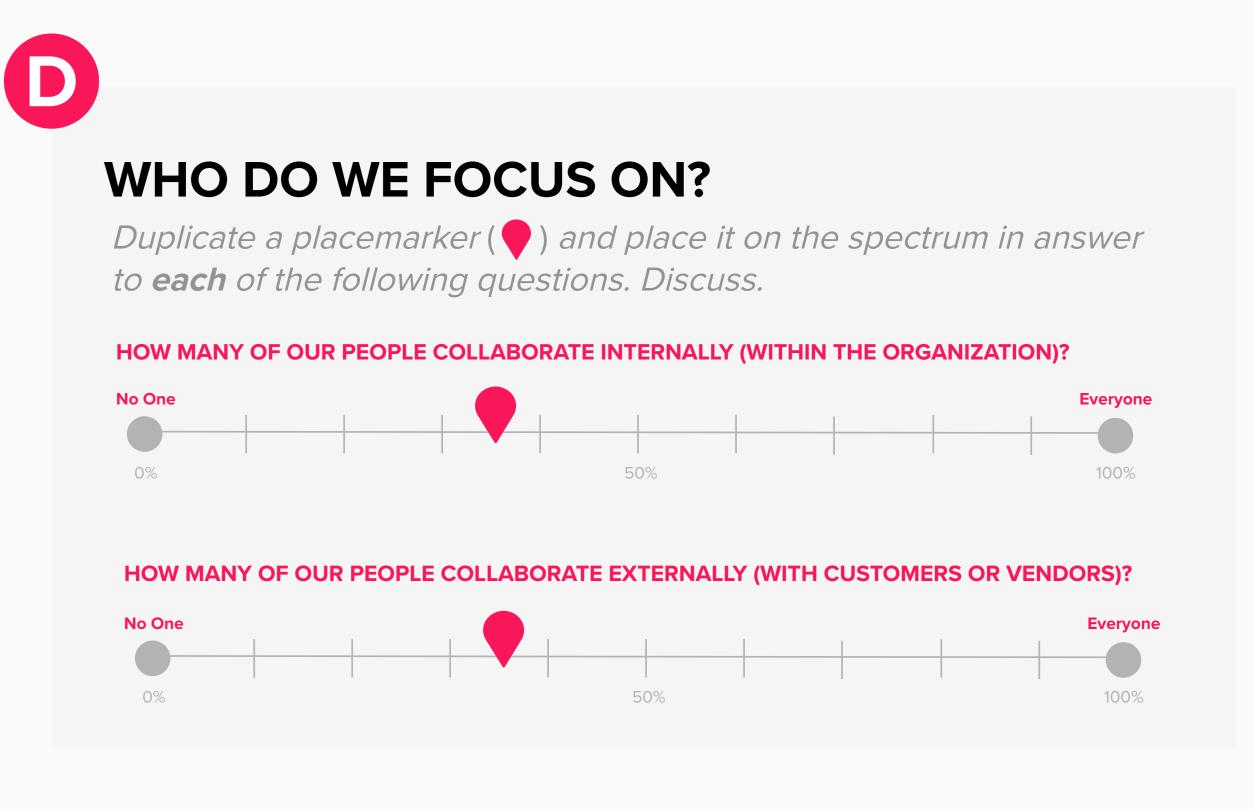
QUICK REVIEW INSTRUCTIONS: If you only have enough time for a quick review, complete only the top row of exercises in columns A-G. This should take about 15 minutes working alone. If you are working as a team give yourself about 5 minutes per exercise. Upon completion you'll have a broad view of your preparedness for returning to work and some idea of additional questions to address.

DEEP DIVE INSTRUCTIONS: If you are working with a team on a "Deep Dive," have each member of the team answer questions individually. Use the answers as a starting point for discussion such as, "How aligned are we? What do we already have? What additional information do we need?





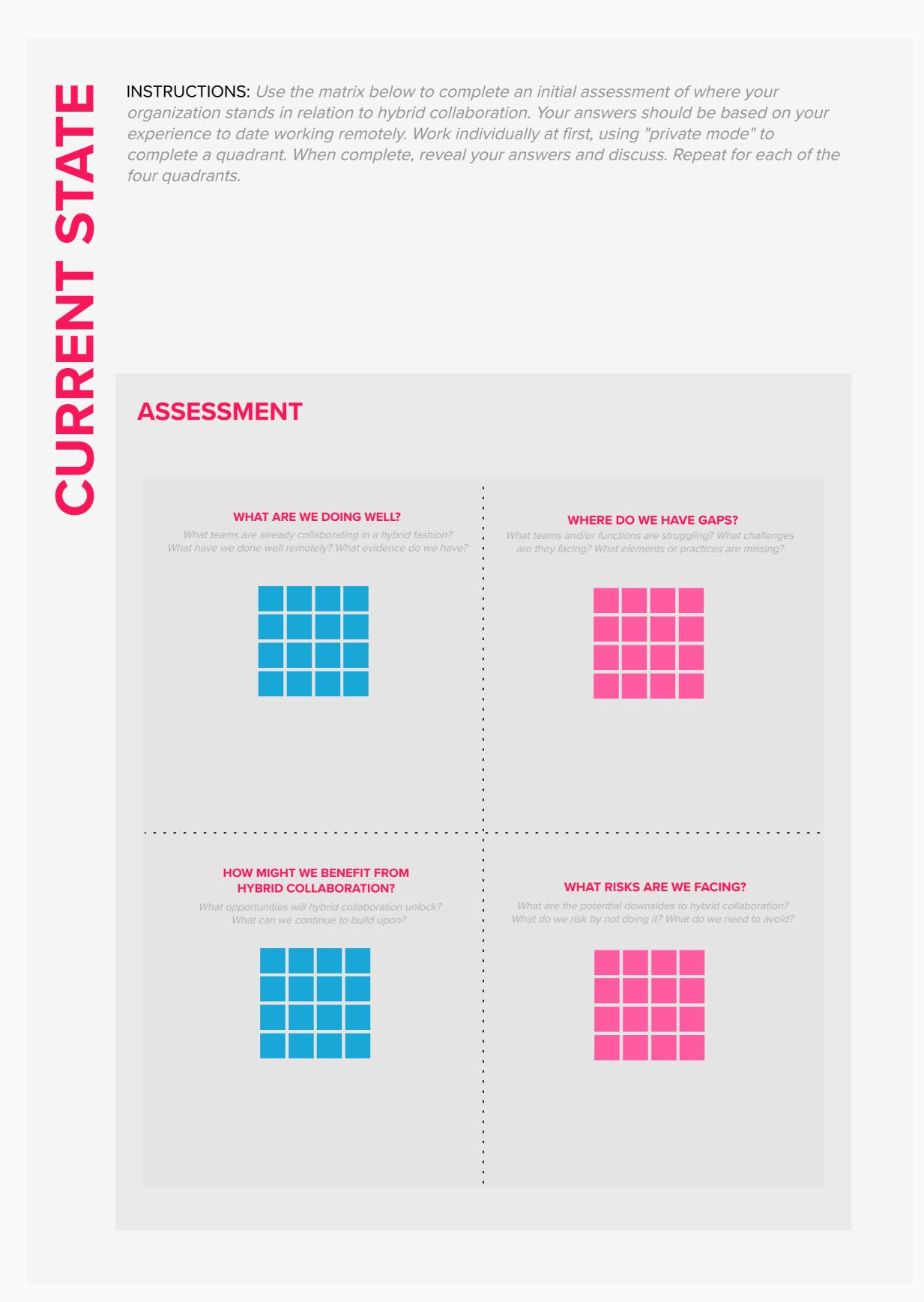


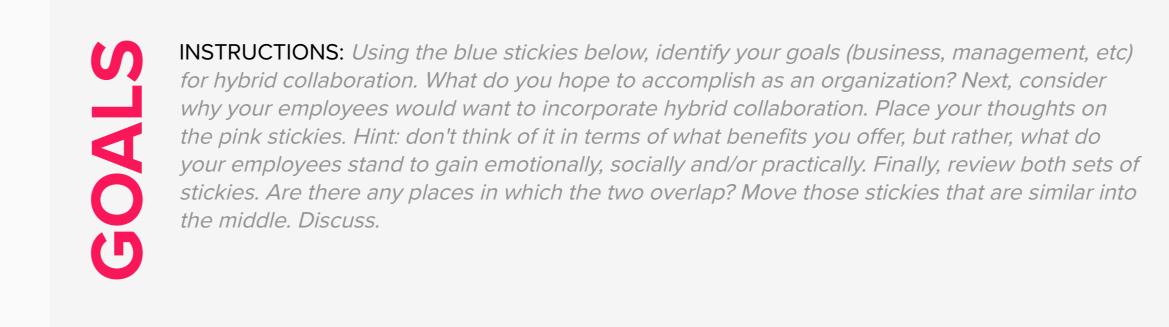


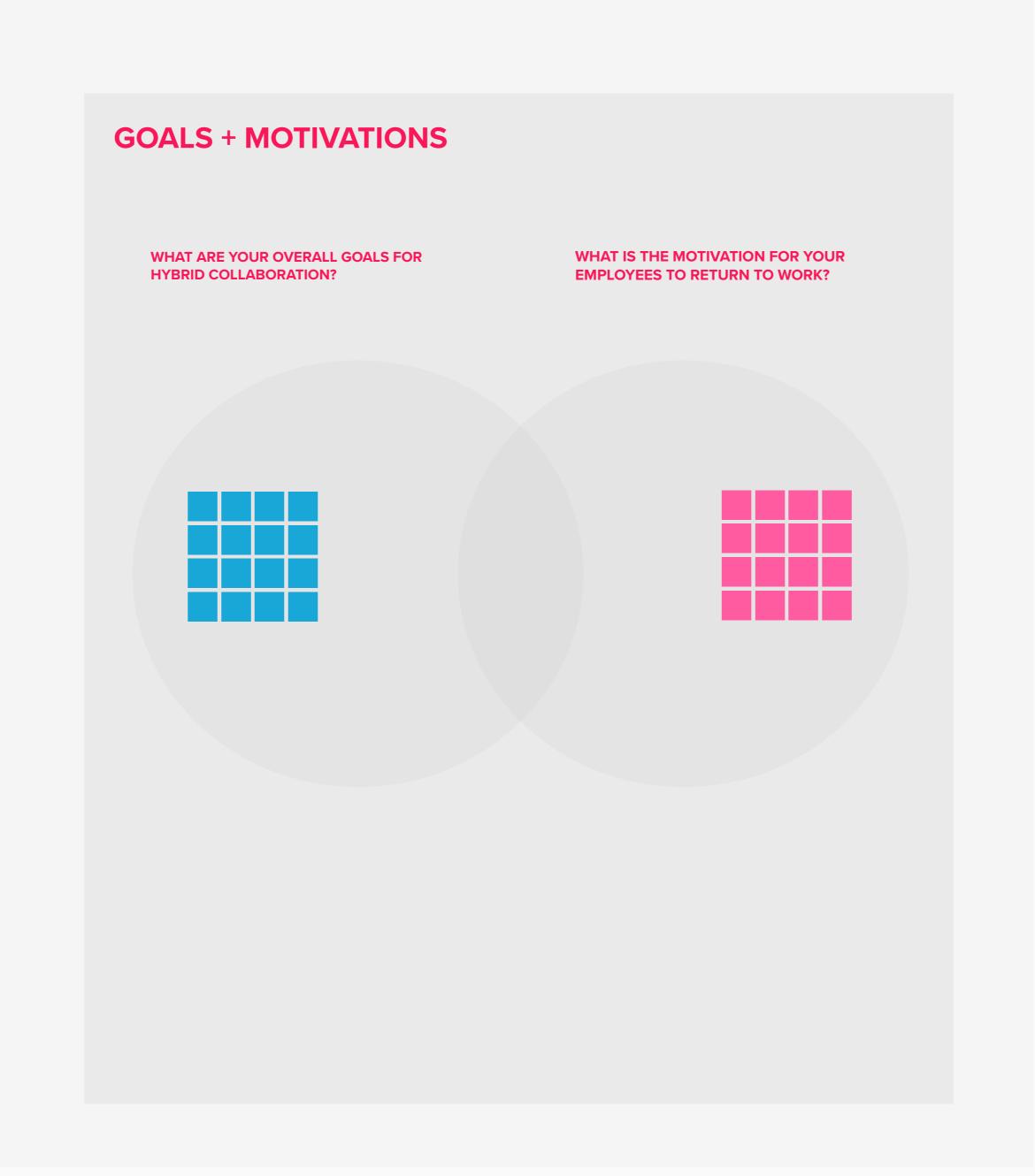
2

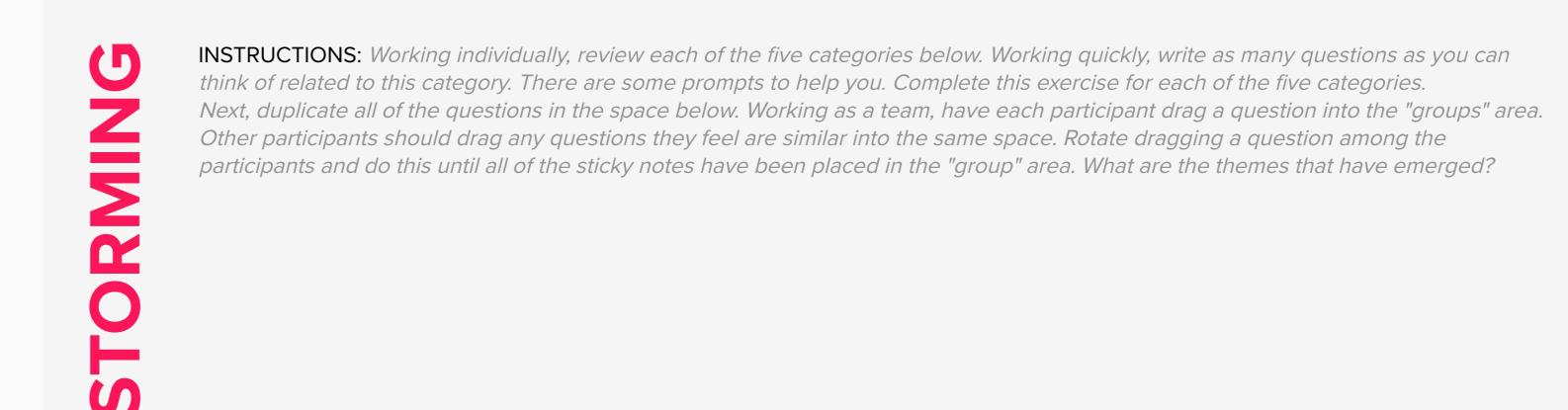
### LOOK MORE CLOSELY / Deep Dive

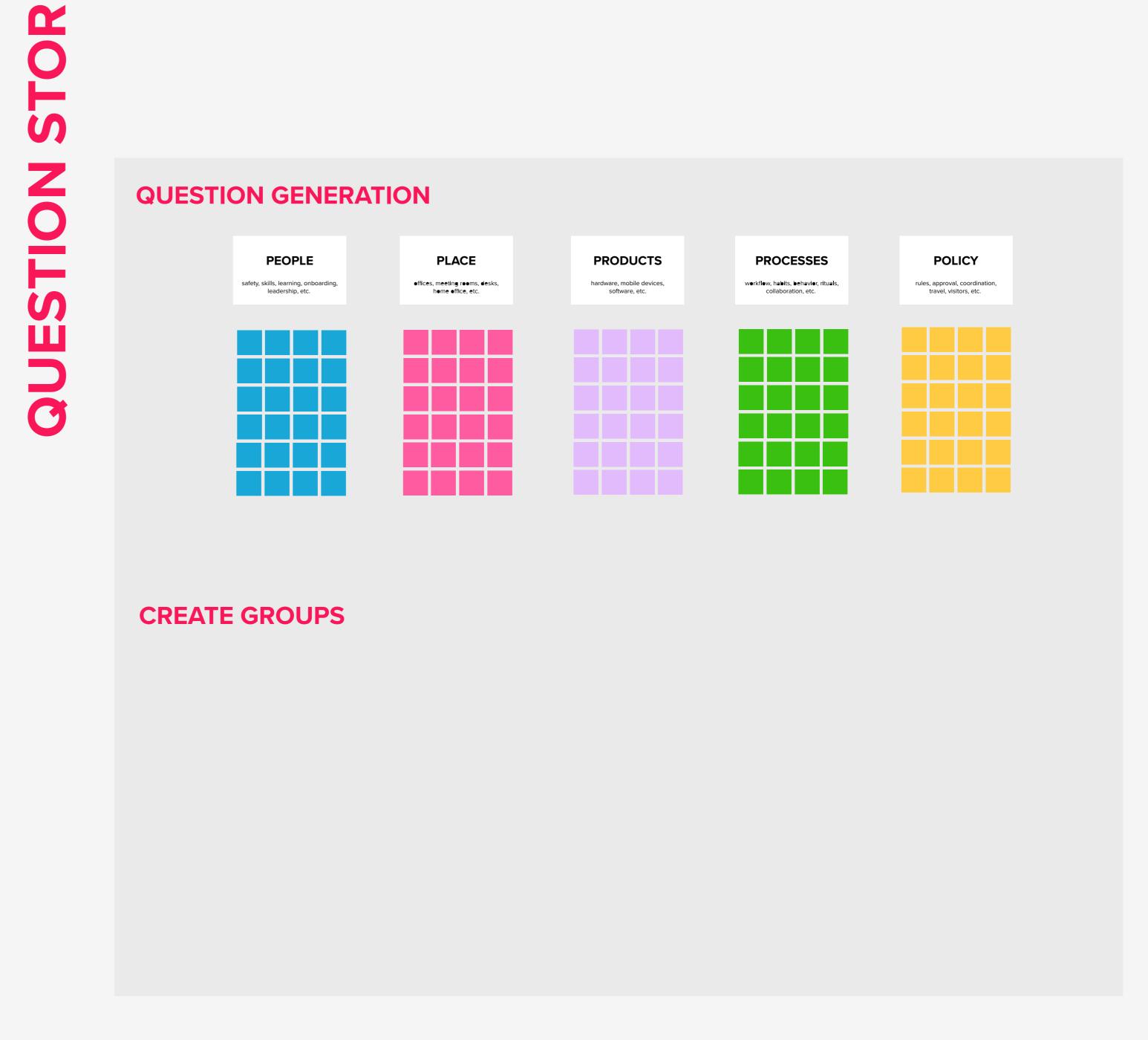
INSTRUCTIONS: Each column of this template contains exercises to assist your thinking around a specific topic regarding hybrid collaboration. If working with a team, we recommend a minimum of 30-60 minutes per exercise. This will allow for thoughtful completion as well as discussion of the results.



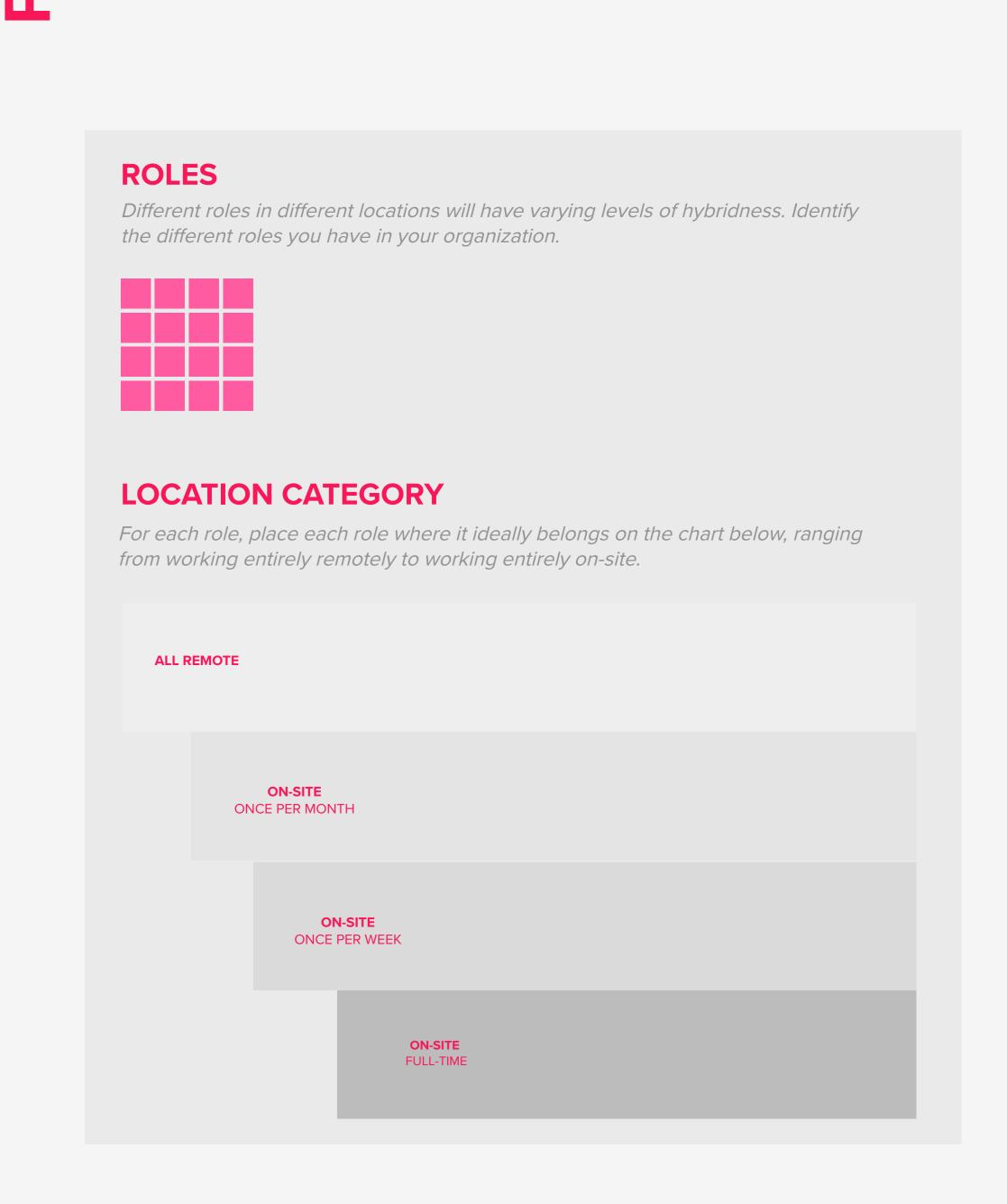








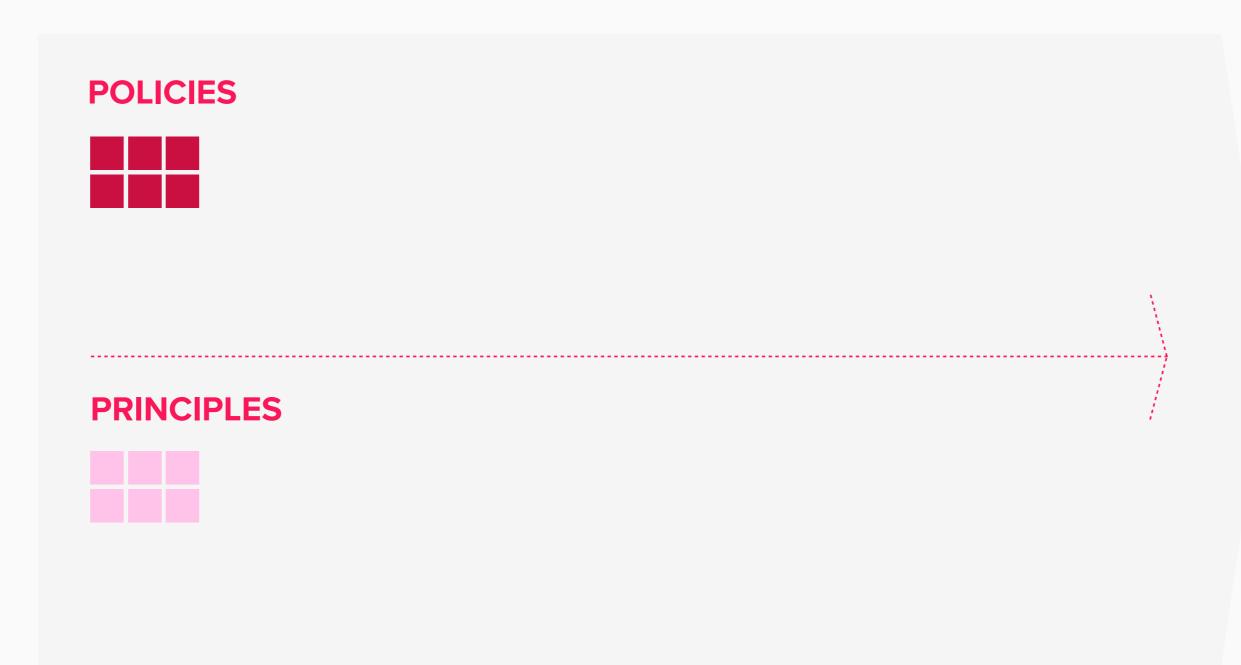
INSTRUCTIONS: Working individually, identify as many unique roles as you have in your group or organization. If you are focused on an individual team, think of specific roles (e.g., front-end developer, customer experience designer, or product manager). If you are thinking about the organization as a whole, consider expanding your definition of "role" to include working groups and functional teams (such as new product development, innovation, or finance). After you have completed identifying roles, begin moving the "role" stickies into one of the four location categories of hybrid collaboration. When moving each role, consider what you think is necessary for the role to be completed successfully.

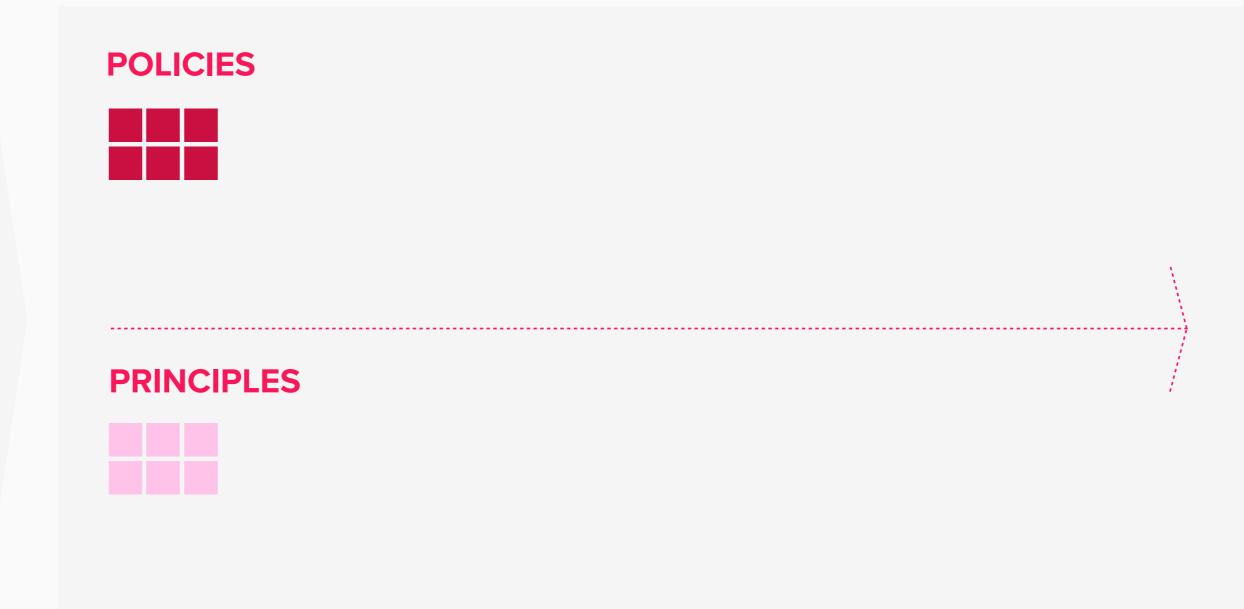


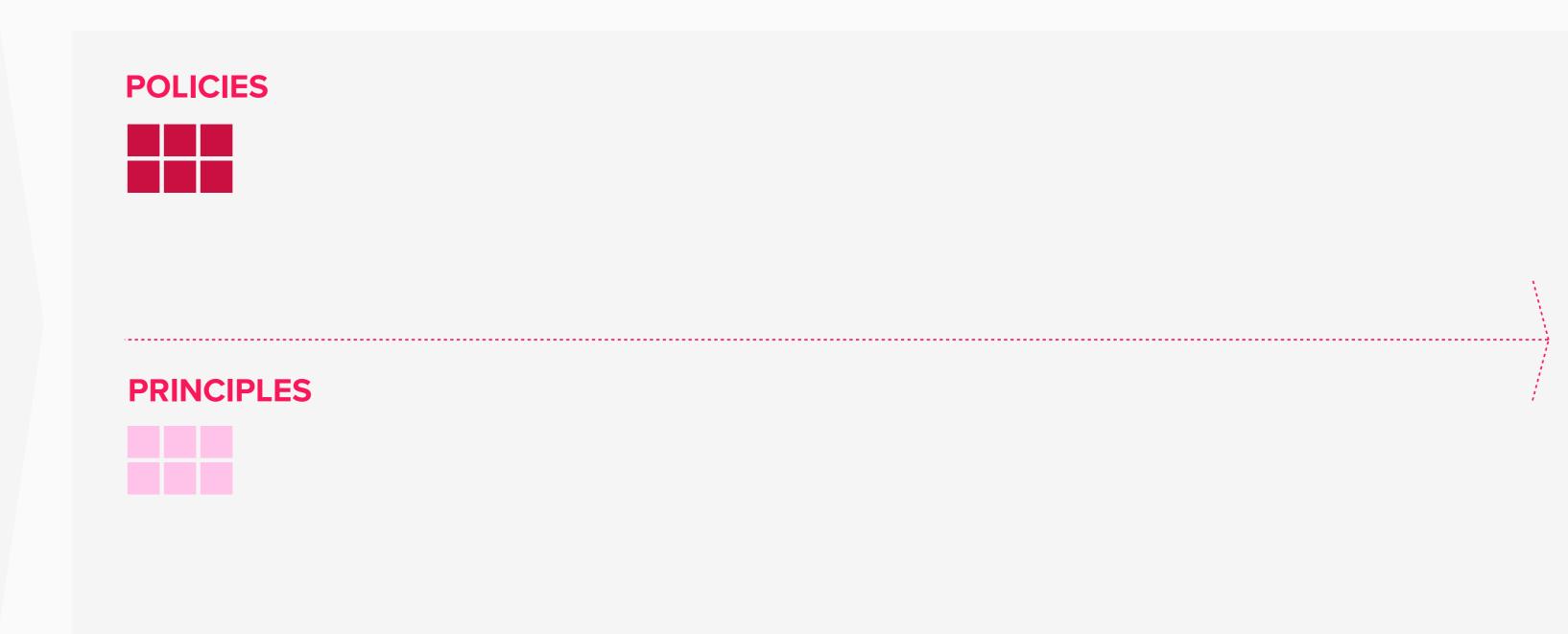
3

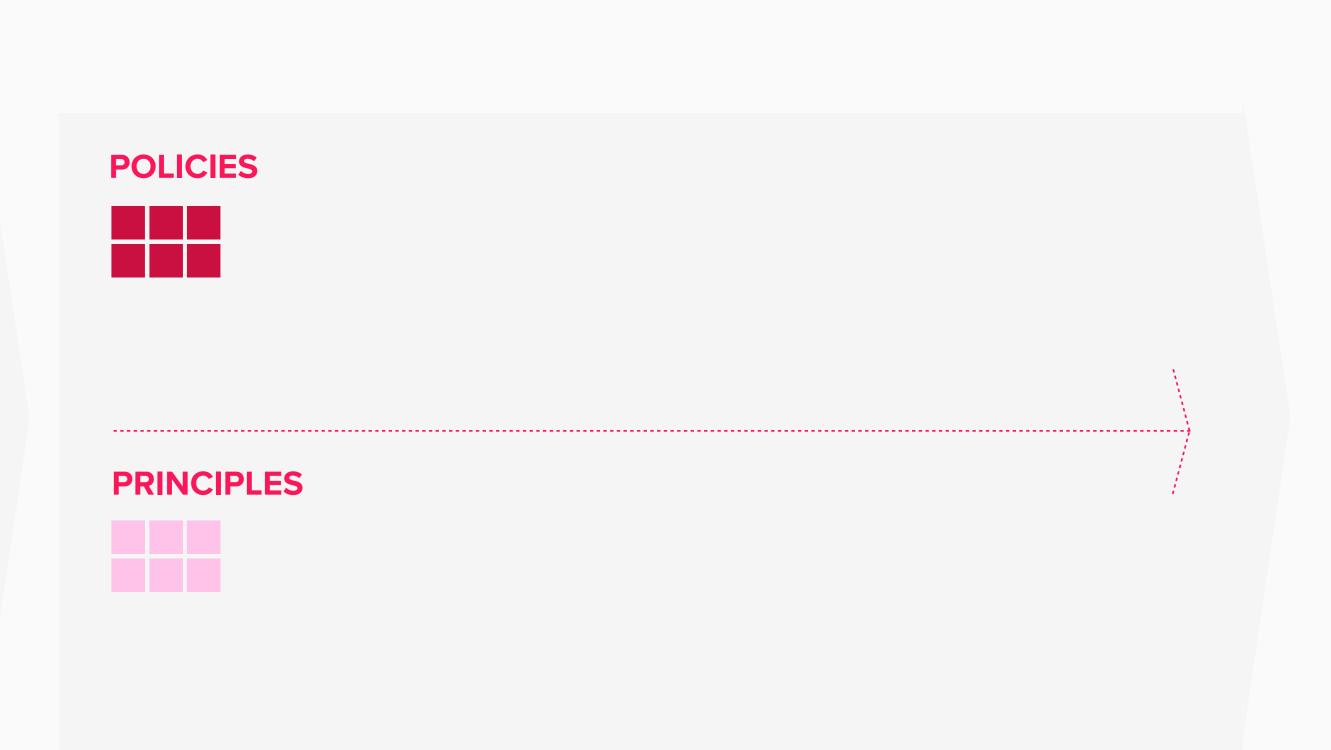
## **SUMMARIZE** / Principles + Policies

Once you've completed an exercise in row two of a column, review your results for any principles or policies that you may have unearthed or expressed. Principles are guiding beliefs such as "we want to keep our employees safe" or "we want to give our employees as much flexibility as possible." Policies are rules such as "if anyone must be remote for a meeting, everyone will be remote" or "Thursdays are mandatory work on site days." Identify and write any themes or specific principles or policies in the area provided. They will be used again in section G.









4

#### **NEXT STEPS / Additional Context**

In the course of exploring the exercise topic you may generate questions or identify gaps in your knowledge. Use this space to generate next steps and/or capture actions you'll need to take to assmble or access the information you'll need to have a complete understanding of the section.



What additional content or information do we need to gather? What actions do we need to take?

#### NEXT STEPS

What additional content or information do we need to gather? What actions do we need to take?

#### **NEXT STEPS**

What additional content or information do we need to gather? What actions do we need to take?

# NEXT STEPS

What additional content or information do we need to gather? What actions do we need to take?

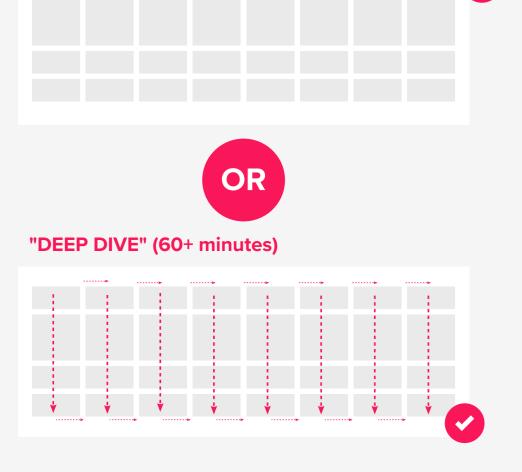


So we're ready to return to the workplace. Or are we? This template will help you and your team consider what and how a hybrid workplace might work for your organization.

#### INSTRUCTIONS

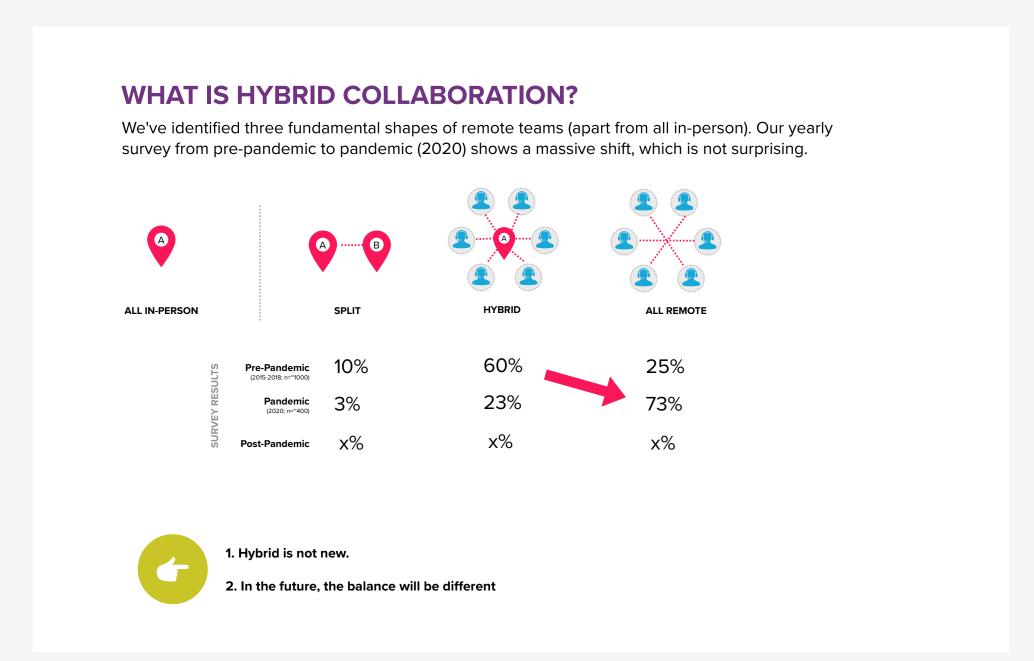
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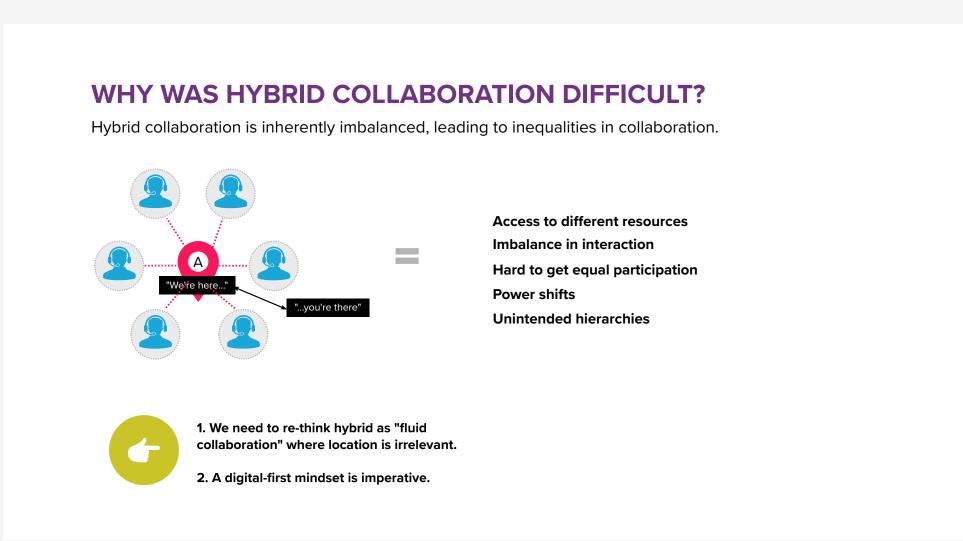
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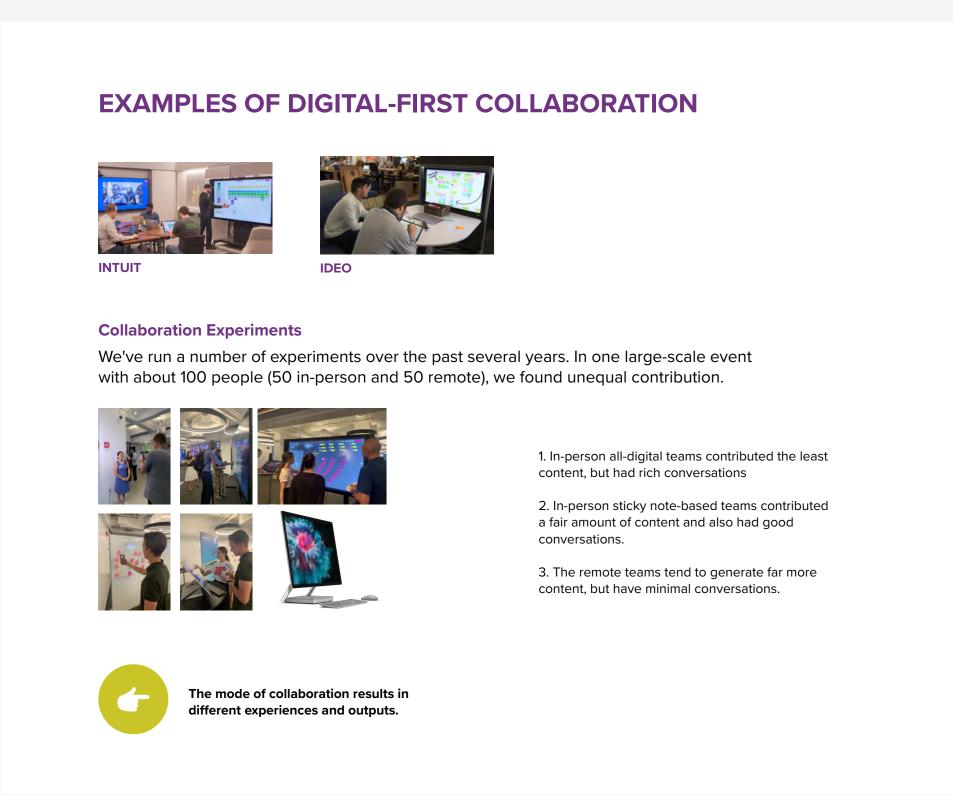


"QUICK REVIEW" (30-60 minutes)

#### THINGS TO THINK ABOUT BEFORE STARTING





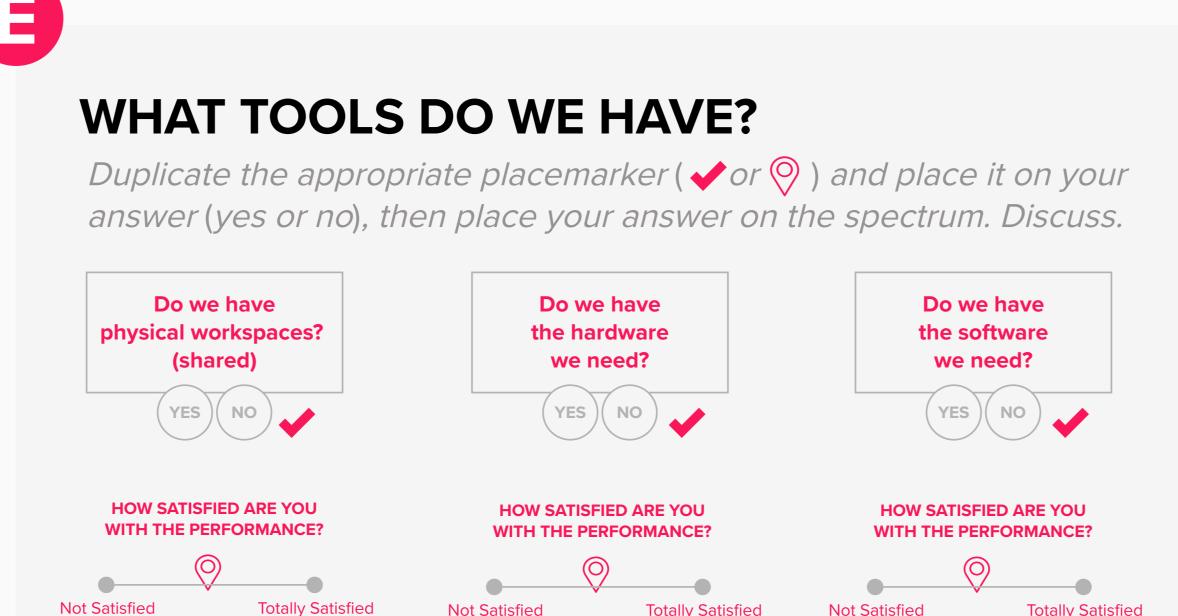


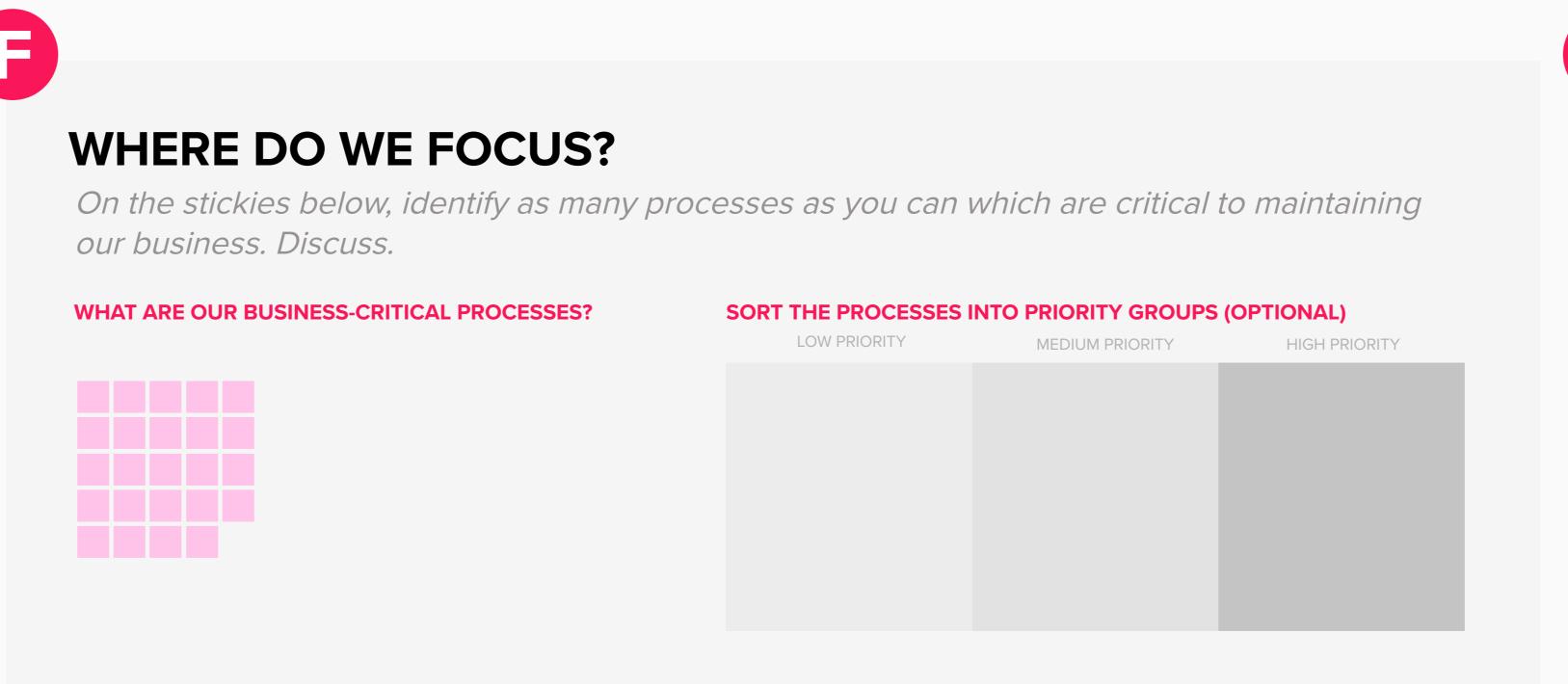
# Hybrid Workplace Planner (part 2)

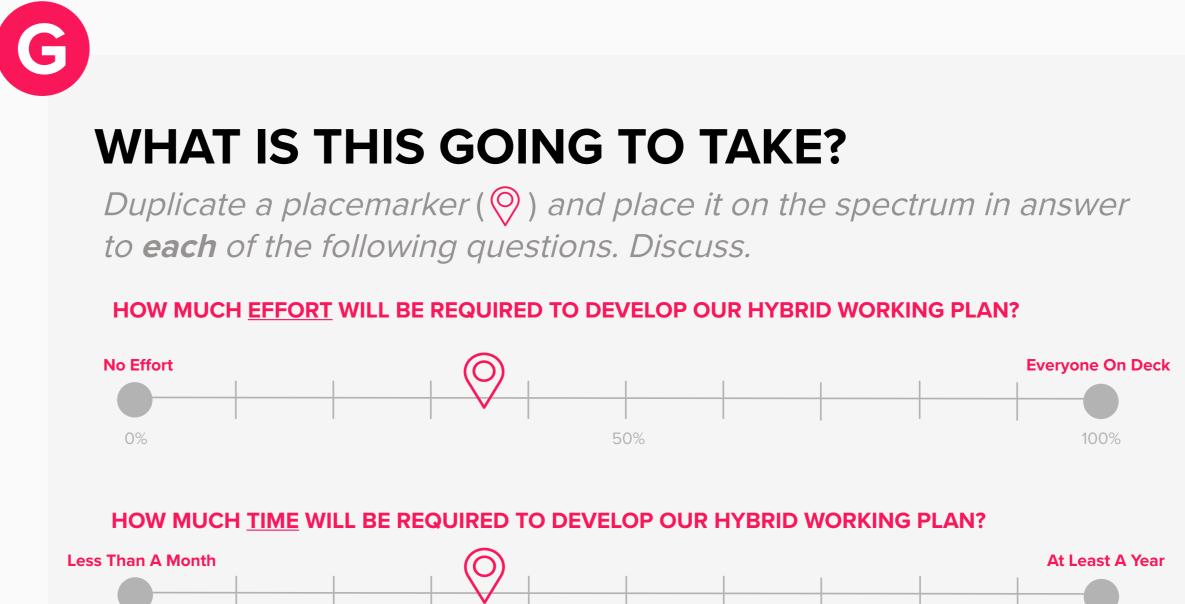
## FAST-TRACK / Quick Review

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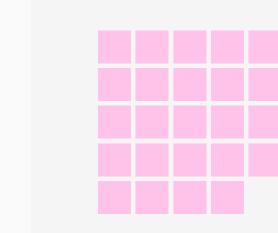




## HOW WILL WE KNOW WE'RE SUCCESSFUL?

On the stickies below, identify as many ways as possible that we might measure our success with hybrid collaboration. Discuss.

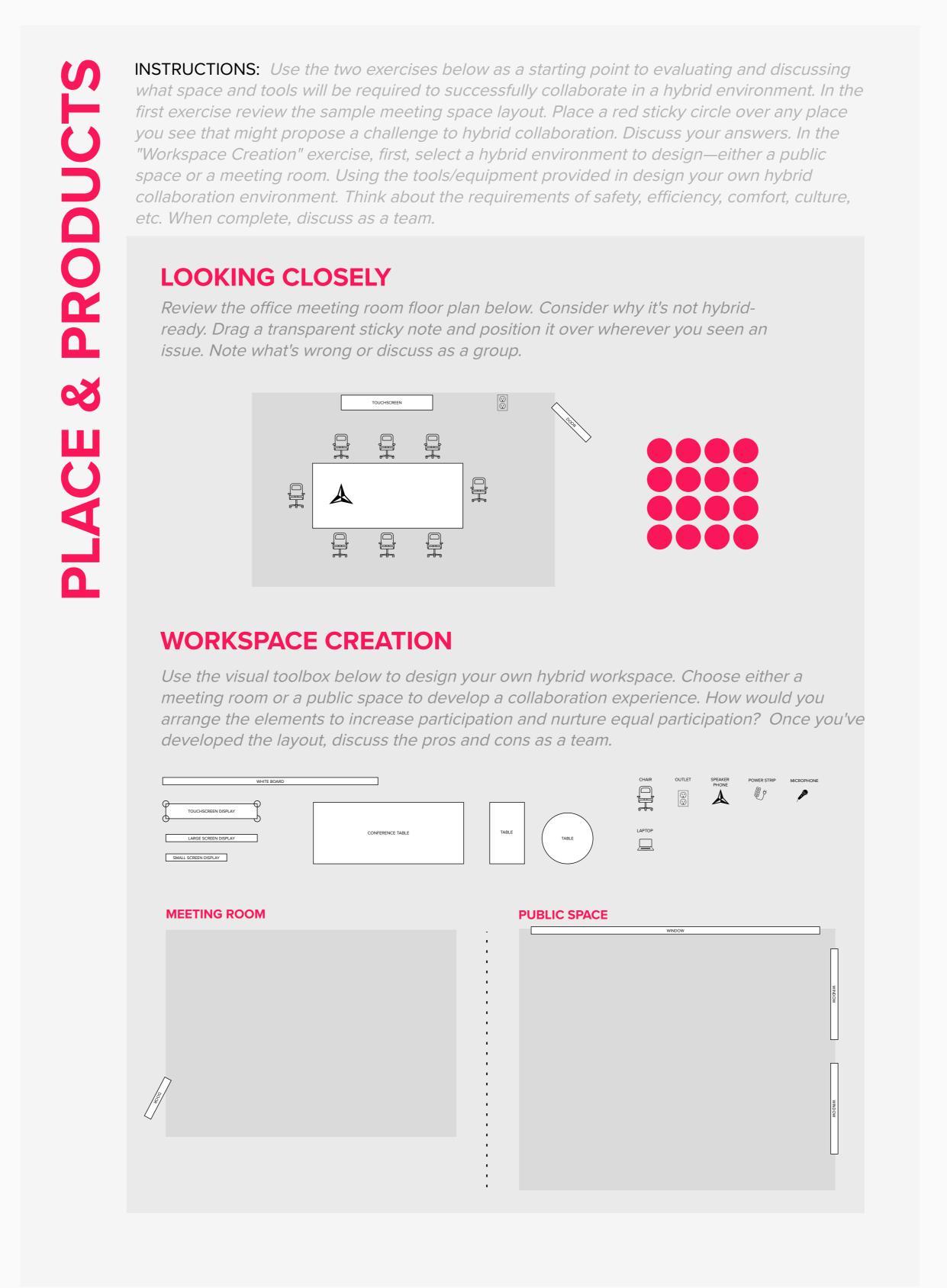
#### LIOW CAN WE MEACURE CHOOSES



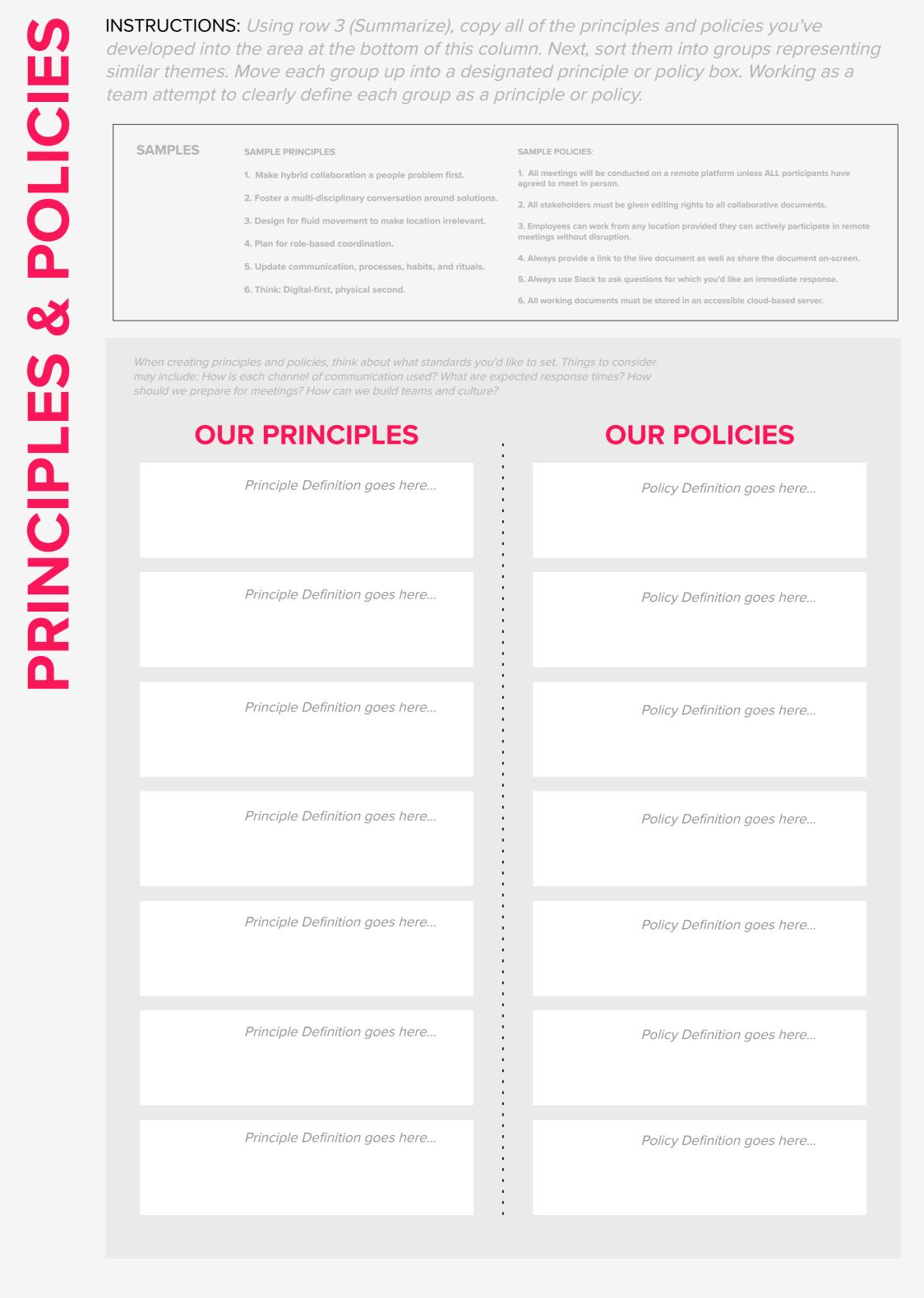
2

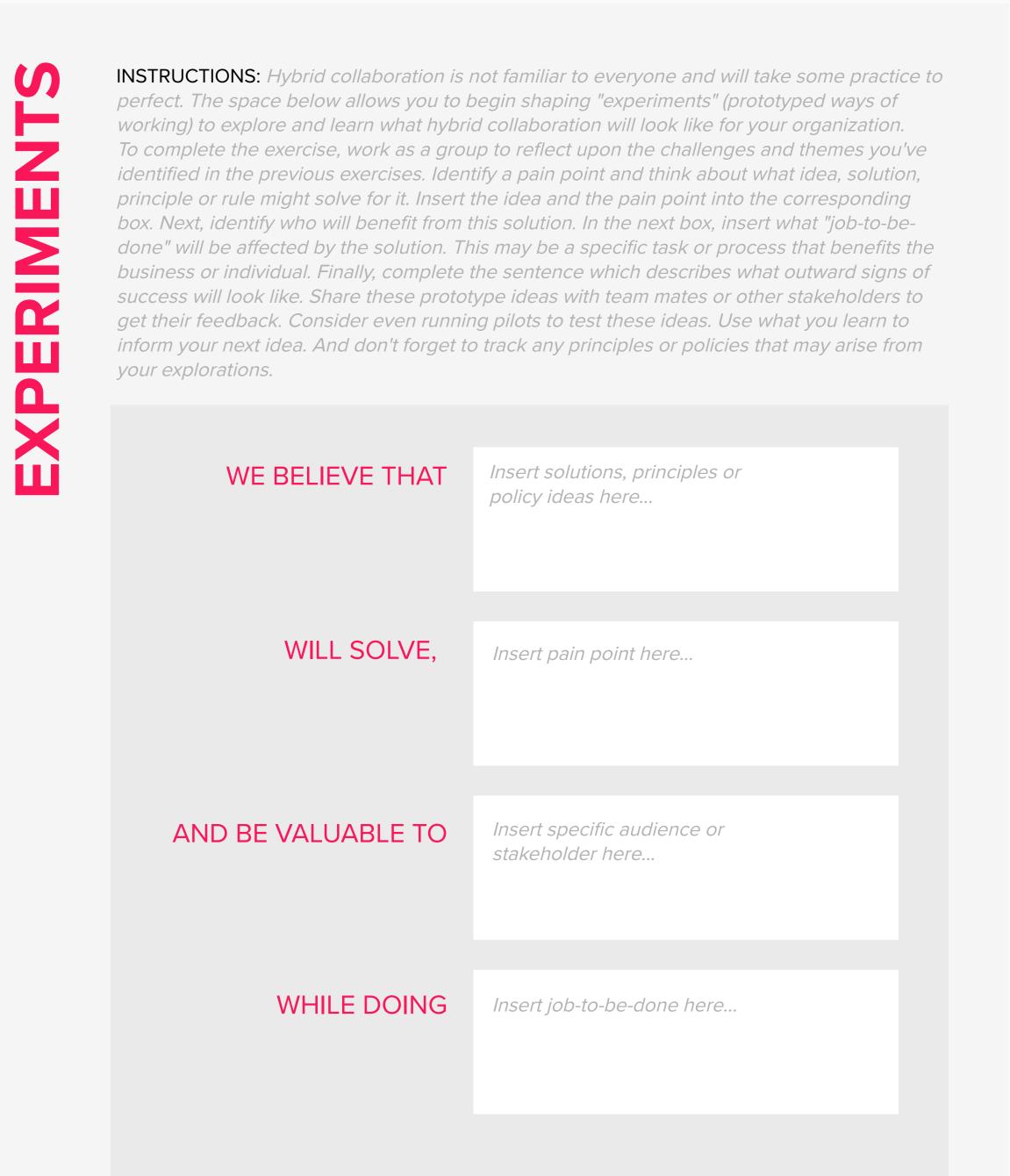
### LOOK MORE CLOSELY / Deep Dive

INSTRUCTIONS: Each column of this template contains exercises to assist your thinking around a specific topic regarding hybrid collaboration. If working with a team, we recommend a minimum of 30-60 minutes per exercise. This will allow for thoughtful completion as well as discussion of the results.





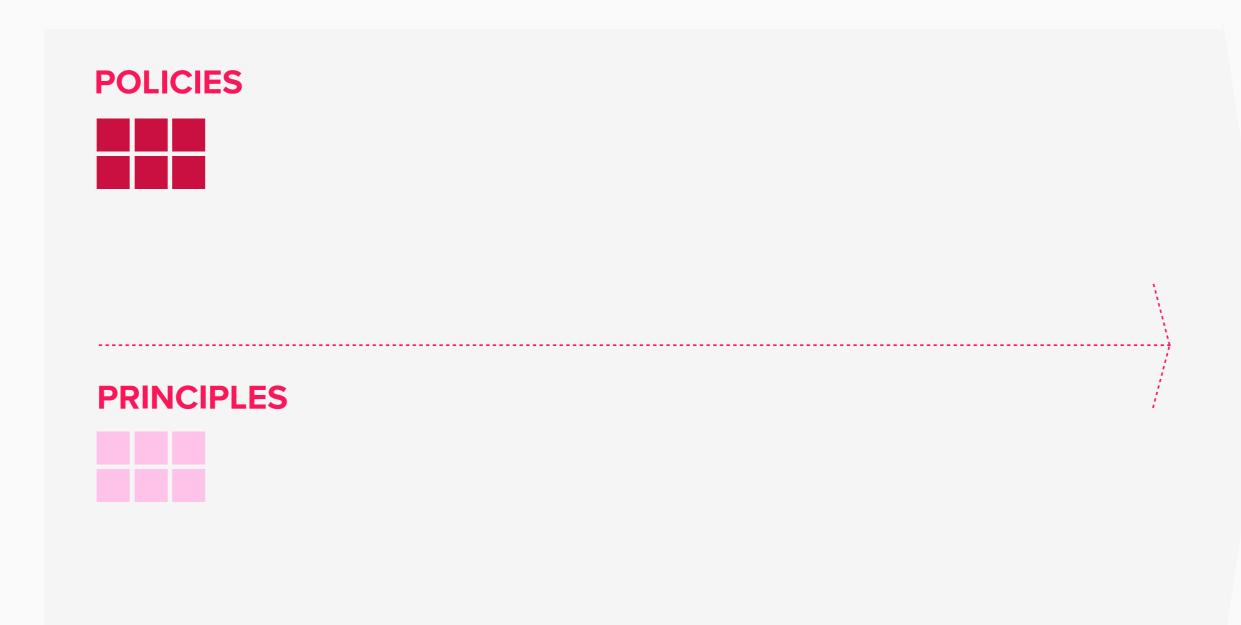


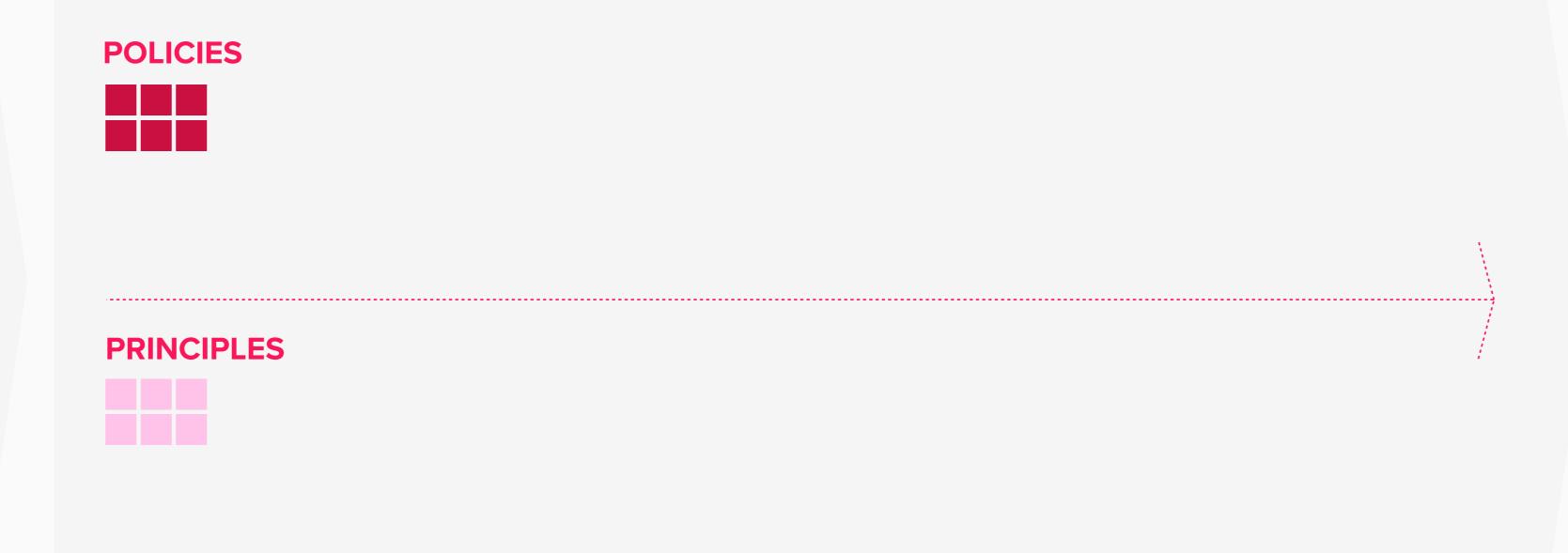


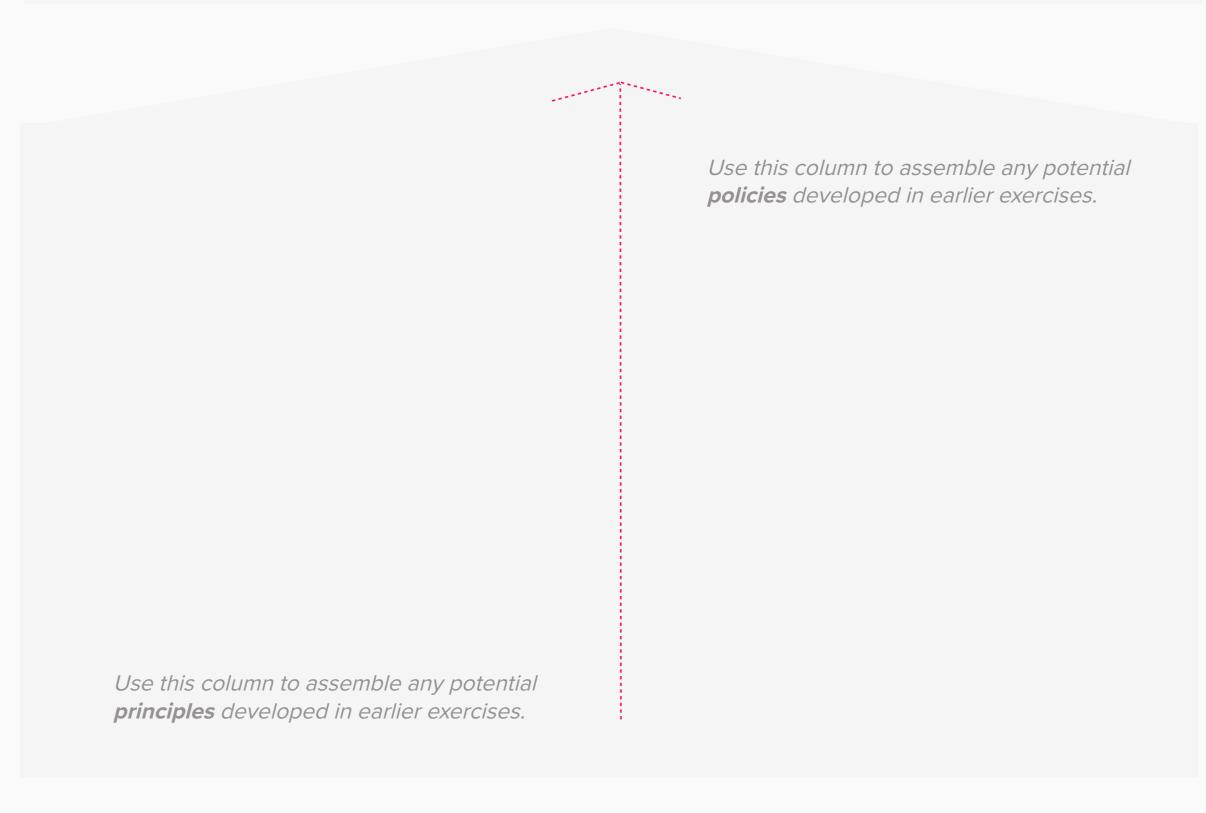
3

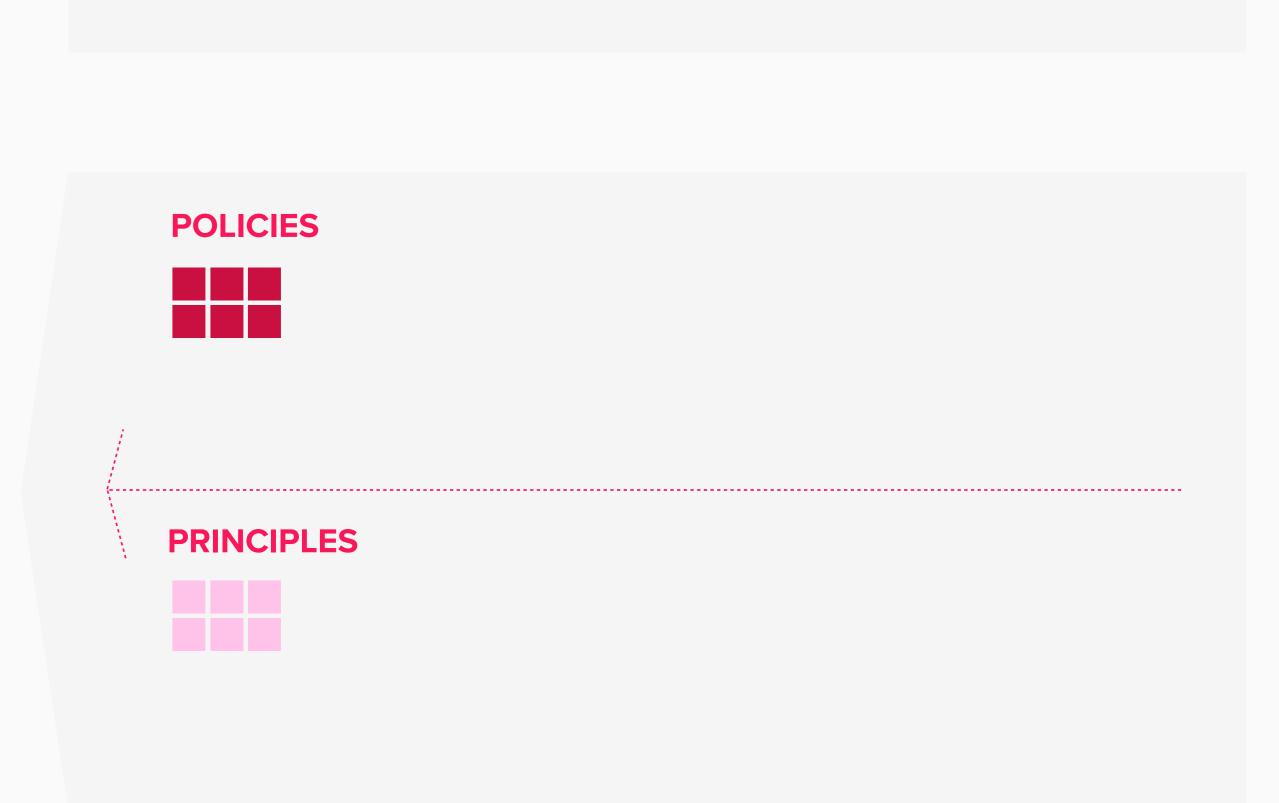
### **SUMMARIZE** / Principles + Policies

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WE WILL KNOW Insert success criteria here...

THIS TO BE TRUE

WHEN WE SEE

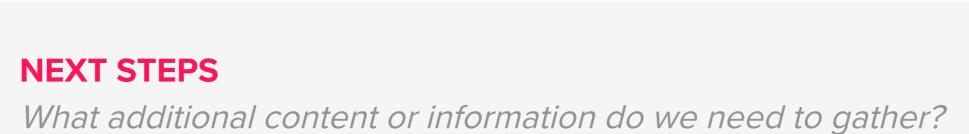
4

# NEXT STEPS / Additional Context

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What additional content or information do we need to gather?
What actions do we need to take?



What actions do we need to take?

NEXT STEPS

What additional content or information

#### What additional content or information do we need to gather? What actions do we need to take?

NEXT STEPS
What additional content or information do we need to gather?

What actions do we need to take?