



## Workshop Details

### Why attend?

Are you a people-leader with some employees working remotely and some working on-site? Do you also have additional unique hybrid team factors such as members working different shifts, at multiple sites, or on different projects? If so, you may have experienced challenges with communication, collaboration and meetings, all within a uniquely stressful pandemic world.

This program provides remote and hybrid team leaders with proven best practices, practical tools and strategies needed to cultivate trust, resiliency, and productivity during times of constant change. In each module, participants are provided opportunities to practice new skills and create a personalized strategy to build a cohesive and effective team.

Facilitation First Inc.

<http://www.facilitationfirst.com>

To learn more call 1-888-465-9494 or  
email [info@facilitationfirst.com](mailto:info@facilitationfirst.com)



## The Learning Opportunity

### Participants in this workshop will:

- Debunk the myths and identify the attributes of high performing hybrid teams
- Learn how to manage the assumptions and innate bias that exists between dispersed and co-located team members
- Examine the role of psychological safety on engagement and accountability
- Assess your hybrid team's strengths and areas to improve by conducting a Hybrid Team Assessment
- Explore how shared norms can align and engage teams, build trust and lead to better outcomes
- Choose from an array of best practices that will transform your team meetings to maximize equitable participation and inclusivity
- Learn how you can leverage your organization's existing collaborative technology platform and applications
- Practice solving the most common leading hybrid team challenges
- Craft your hybrid team vision and define key actions to define operating guidelines that will foster collaboration, trust and maximize productivity



## Workshop Modules

### Module 1: Your Hybrid Team

- The contentious debate of the effectiveness of hybrid teams and what drives our personal preferences
- What can break down your hybrid team?
- Trust building and busting behaviors that impact team performance
- How is your hybrid team operating?
- **Exercise: Define Your Hybrid Team Vision**

### Module 2: Hybrid Team Alignment & Norms

- Explore how shared team norms can lead to higher productivity, trust and strengthened relationships
- Nurture a level playing field where all team members can contribute their best work
- **Exercise: Hybrid Team Dilemmas and the norms that could address them**
- How to build buy-in to the norms and how to manage when they are broken
- **Tool: Hybrid Team Norm Checklist**

### Module 3: Hybrid Team Meetings

- When and how to meet?
- How to engage everyone in richer and deeper thinking in team meetings and eliminate multi-tasking
- Create fewer and shorter, more efficient and effective team meetings
- **Case Study: This Meeting Sucks!**
- Use the SEEC Model and Powerful Questioning to increase engagement and retention

### Module 4: Hybrid Team Vision & Action Plan

- Work individually to create your hybrid team vision and key actions to maximize teamwork, communication, meetings and one-on-ones
- Work in pairs to enhance plans and problem solve potential roadblocks
- Problem solve your greatest hybrid team leadership challenges
- **Exercise: Draft Your Hybrid Team Vision & Action Plan**

### Delivery Options

This workshop can be delivered in the following methods:

- 2 X Half-Day virtual session (preferred)
- 1 Day In-Person/On-Site

### Who Should Attend?

Any team leader at any level in an organization. *Particularly critical for those who are anticipating back-to-work / work-from-home policy changes.*

### About Facilitation First

For over 25 years, Facilitation First has been top of mind for those seeking training in process facilitation. With thousands of participants rating the course an average 4.5 out of 5, we provide an experiential workshop that equips learners with simple yet powerful tools that they can apply in their next meeting.