

Leading Hybrid Teams

Two x Half-Day Workshops for Leaders with Dispersed and Co-located Team Members

Are you a people-leader with some employees working remotely and some working on-site? And do you 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 workshop provides you with proven best practices and tools to build trust, resiliency, and productivity during times of constant change.

The two highly interactive three-hour virtual sessions provide opportunities to practice new skills and create your personalized strategy to build a cohesive and effective team.



Workshop Purpose: To enable people leaders to immediately implement practical methods to maximize the performance and culture of hybrid teams whilst earning credibility.

Workshop Outcomes:

By the end of this workshop participants will:

- Answer the question, are hybrid teams here forever?
- Debunk the three myths of hybrid teams
- Identify the benefits of hybrid teams
- Assess your hybrid team's strengths and areas to improve
- Gain clarity on the recently published neuroscience that directly impacts team dynamics and productivity
- Learn how to manage the assumptions and innate bias that exists between coworkers that are dispersed and those that are co-located
- Use the powerful five human motivators to manage the cognitive load of uncertainty and change and diffuse stress and tension within yourself and in others
- Choose from an array of best practices that will transform your team meetings to maximize equitable participation, inclusivity and diversity
- Create a communication plan of routines and habits that will foster collaboration between team members for team success
- Practice solving the most common hybrid team challenges using case studies
- Learn how you can leverage your organization's existing collaborative technology platform and applications

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

Workshop Agenda

Setting the Context

Module 1: Your Hybrid Team

- The contentious debate of hybrid teams and what drives our personal preferences
- What can break down your hybrid team and are you an accidental micromanager?
- How is your hybrid team operating?
- **Exercise: Define Your Hybrid Team's Current State**

Module 2: Brain Science and Leadership

- The five human needs, how they are satisfied and threatened, and their conscious and unconscious impact on our behavior
- How leaders can satisfy the five human needs
- **Case Study #1: Team Dynamic Dilemma of Co-located Vs. Remote Workers**
- How to manage yourself and others in stressful situations to de-escalate conflict
- **Case Study #2: Complaints and Constant Change Dilemma**

Module 3: Meetings

- Engage everyone in richer and deeper thinking in team meetings and 1:1's
- Create fewer and shorter, more efficient and more effective meetings at the right frequency
- **Case Study #3: This Meeting Sucks!**

Module 4: Communication

- Trust is the currency of relationships and quality relationships increase work productivity
- Virtually operationalize your team by choosing various best practices and tools
- **Case Study #4: We are a Group, not a Team!**
- **Exercise: Create Your Hybrid Team Improvement Plan**

About Facilitation First



For over 25 years, Facilitation First has been top of mind for those seeking training in process facilitation. Our Facilitating Meetings with Ease workshop has been honed by Ingrid Bens, author of the national bestselling books 'Facilitating with Ease' and 'Facilitation at a Glance!'. 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.

About Your Facilitator: Janelle Van Halst



Janelle is a master facilitator, instructional designer, and coach specializing in helping leaders and employees develop people skills to be remembered as the best leader, best co-worker, and best hire. Janelle has exclusively worked as a remote employee or virtual leader throughout her 36-year career. She tailors her highly interactive in-person and virtual workshops to the participants' needs and expectations. View yourself and the world more objectively to overcome your personal biases, which we all possess, that can unintendedly limit your career, reputation, and competence. Expand your capability in a fair, open, and safe learning environment. Janelle's over 350 clients span all markets including for-profit and not-for-profit, private and public sector, health care, technology, finance, manufacturing, natural resources and utilities, professional services and consulting.