

# New Communications Standards for Hybrid Work

Return-to-work initiatives range from never returning to the office (for Remote First companies) to coordinated office times for company-wide meetings, and everything in between. As organizations begin these transitions, team interactions require new practices to keep the speed of the business and ensure inclusion from all participants - whether they are all in the same room, or participating remotely.

## Program elements will include:

- ▶ Learn how you come across in any situation to build trust, connection and credibility
- ▶ Create a space where all voices are heard
- ▶ Practice interactions that engage the entire group: posing thoughtful questions, calling for input, facilitating discussion and more
- ▶ Be an active participant, whether leading a meeting or participating in it
- ▶ Leverage synchronous and asynchronous communications - know when to have a meeting and when to send an email by mapping key activities and meetings as synchronous or asynchronous

## Program Format

- ▶ Delivered via virtual platform
- ▶ Designed as a Large Group Workshop
- ▶ 90-minute interactive session for principles and best practices
- ▶ 30-150 participants