



Thriving in the Hybrid Workplace for Employees

Course ID #: 7000-618-ZZ-Z

Hours: 6

Course Content

Course Description:

Stay engaged and connected while working from anywhere. Even before the coronavirus hit, remote work was growing at nearly 30 percent per year, and now it's just a fact of life. There are many millions of people who once worked at a central location every day who now find themselves facing an entirely new way of working." Now, this work will shift again as we move into another model of work: **Hybrid**.

Some of the team will be physically near at times, while the rest connect to the team from afar. Then each will swap and have their go from the other side. How do we do more than survive these transitions, but thrive in them?

Course Objectives:

These are the best practices we will explore in "The Long-Distance Teammate" by diving into three main factors:

- Connection
- Direction
- Pro-action

Prerequisites:

General knowledge of Teams or Zoom is helpful, but not required.

Target Audience:

Anyone who is working in an environment where some employees are physically 'at work' and others are working from home or other remote location.

Topics:

Part 1: You as a Remote Teammate

- The 3P Model for Remote-Work Success (Potential, Productivity, Proactivity)
- Getting Your Mindset Right
- Getting and Staying Motivated When You Work Alone
- Getting (the Right) Stuff Done
- The Power of Establishing Routines



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Part 2 – Skills to Help You Succeed

- Getting Clear Expectations for Your work
- Creating Create Remote Communication
- Creating Ethical Visibility
- Building and Maintaining Relationships
- Building and Maintaining Trust
- Giving and Receiving Feedback
- How to Work with Others Remotely

Part 3 – Taking Care of Yourself

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