

Hybrid Working & Wellbeing

Top Tips for HR

Employee Challenge

Potential Solutions

Loneliness



- Focus on the power of connections - if employees are potentially alone all day working remotely, make sure their check-ins are more frequent and focus on wellbeing activity and connecting with others
- Encourage teams to connect and collaborate more often, given the normal office interaction may be missing
- Consider a buddy system, particularly for new starters so they know there is always someone to reach out to for support and advice in general

Struggling to switch off



- Empower employees to set their own boundaries during the day, i.e. permission to be flexible with their hours
- Introduce little initiatives such as no meetings scheduled between 12noon - 1pm every day, to encourage a proper lunch break away from their desk or 30 mins self-care time each week to completely switch off
- Ensure employees are using the basic principles of time management and are trusted and empowered to make decisions to speed up execution and therefore reduce overwhelm

Staying motivated



- Feeling valued, listened to and content in a role can all lead to increased levels of motivation, therefore don't lose sight of the people basics around having a clear purpose, meaningful goals, regular feedback etc
- Ensure success is celebrated in a timely way, being conscious not to create a 'them' and 'us' between who is in the office and who is not during any given week
- Plan little events as recognition of great work or attainment of certain team goals, together with regular activities such as a weekly quiz or game to switch off, or a chance to talk about anything other than work

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Problematic technology



- Regularly check-in with employees around the efficiency of their technology, including WiFi provision, printing capability, use of video calling etc
- Commit to resolving any issues to ensure those working remotely are set up for success and any blockers are removed
- Ensure teams know who to contact for advice (IT helpline etc) to save any delay in resolving a tech issue

Communication



- Stay connected with regular check-in's, even if a daily 10 minute call or catch up to see if they are ok
- Ensure that comms are consistent across those working remotely and those in the workplace, i.e. try to avoid impromptu meetings and decisions in the office whilst the rest of the team are working remotely
- Over communicate to ensure messages land well, as sometimes initiatives might be obvious within the workplace, but missed by those working remotely

Collaboration



- Ensure the team is adequately set up for collaborative working, both from a tech perspective and the team meeting rhythm and routine
- Encourage the team to meet in the office when collaboration is needed the most, don't let those at working remotely feel 'like an island'
- Forward planning is essential to make the above work really well, as impromptu gatherings are not possible without giving remote workers sufficient notice - ensure meeting scheduling is sensible and works for everyone

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Distractions at home



- Set clear expectations around meeting times and whether there are any family commitments preventing this from happening
- Ensure employees can set their own boundaries and feel empowered to structure their day to best effect, i.e. measure outputs not necessarily with every hour needing to be accounted for
- Cover the basics of self-discipline to ensure employees are clear with their time and can try to manage distractions in a positive way, which isn't too disruptive

Sense of belonging



- Ensure employees are clear on their purpose, goals and understand where they add value within the team, i.e. expectations are the same whether working remotely or from the workplace
- Ensure recognition and feedback are part of the check-in process to ensure their value is communicated
- Make career conversations a priority, to avoid an 'out of sight, out of mind' perception, particularly if employees are mainly remote - for example, "he/she was promoted as they're always in the office"

Building strong, trusting relationships



- Ensure leaders are aware of the benefits of building a safe and trusting environment where psychological safety is prioritised - this is harder to create remotely so this may need to be the main focus culturally
- Build elements such as trust into company values and hold leaders accountable for demonstrating these supportive behaviours
- Seek feedback within engagement surveys to test whether this is felt, i.e. is it truly embedded into the culture