Remote Work Series:
Managing a Hybrid Team

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Managing Involves…

• Bringing team members together to brainstorm and collaborate

• Having one-on-one meetings with individual employees to
  • Provide feedback
  • Provide coaching
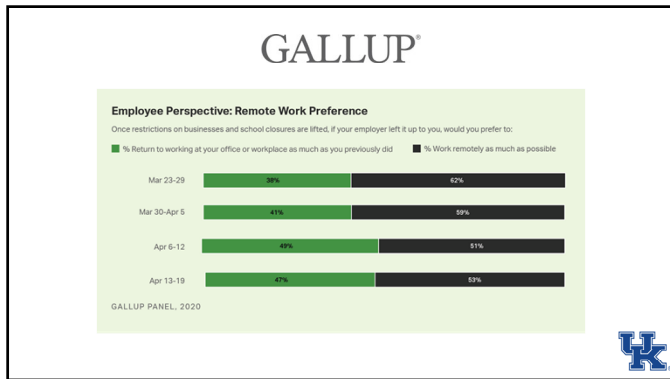 • Listen to issues
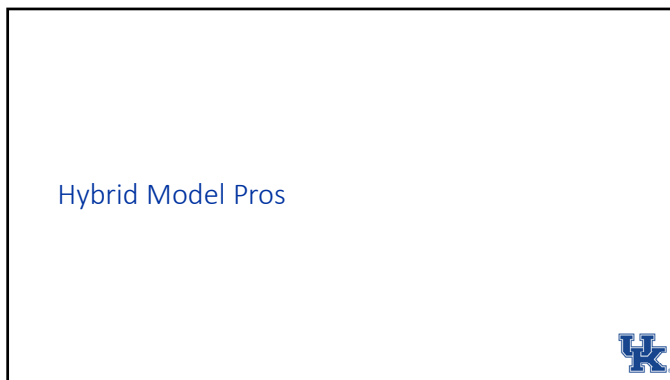 • Help provide solutions

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What is a hybrid team?

• Made up of people who work
  • Onsite
  • Remotely
  • Or a mix of the two

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Slide 4

GALLUP

Employee Perspective: Remote Work Preference

Once restrictions on businesses and school closures are lifted, if your employer left it up to you, would you prefer to:

■ % Return to working at your office or workplace as much as you previously did   ■ % Work remotely as much as possible

	Green	Black
Mar 23-29	38%	62%
Mar 30-Apr 5	41%	59%
Apr 6-12	49%	51%
Apr 13-19	47%	53%

GALLUP PANEL, 2020

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Slide 5

Hybrid Model Pros

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Slide 6

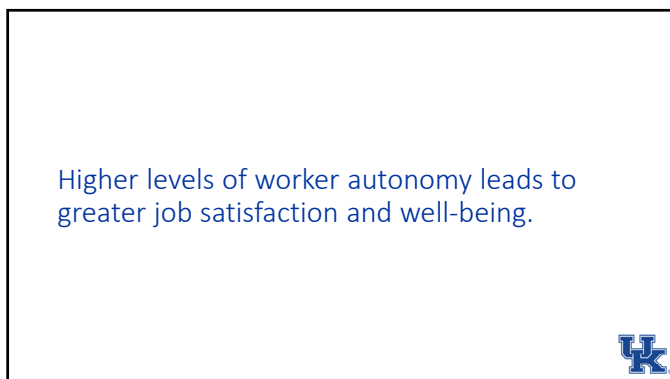Higher levels of worker autonomy leads to greater job satisfaction and well-being.

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Hybrid Model Pros

- Happier employees

- Boosted employee retention

- Bigger talent pool

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Hybrid Model Cons

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Hybrid Model Cons

- Strained social connections

- Lack of visibility

- Communication breakdowns

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Foster a remote-first *type* of work culture

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Foster a remote-first *type* of work culture

• Few people – if any – are regularly required to perform their jobs from a centralized office

• Having the right systems and processes in place to enable your team to do great work from anywhere

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Establish Specific Procedures

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Establish Specific Procedures

- Establish a procedure around document sharing
  - OneDrive or SharePoint

- Establish procedures related to team communication
  - Create hybrid work schedule or calendar
  - *How* to best communicate

- Establish procedures related to team meetings
  - Include online meeting link

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Trust Your Employees to Fulfill Expectations

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Trust Your Employees to Fulfill Expectations

- Set clear expectations

- Provide clarity about how you define success

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Regularly Offer and Solicit Feedback

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Regularly Offer and Solicit Feedback

• Keep lines of communication open

• One-on-one meetings

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Tools and Resources

uky.edu/coronavirus/employees

• On-site and remote work plans
• Link to supervisor talking points
• Link to Environmental Health and Safety checklist
• Available training on remote work

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Tools and Resources

workanywhere.uky.edu

- Technology
- Home workspace
- Time management
- Social connections
- Supervising

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Tools and Resources

uky.edu/hr/training

HR Training and Development
- Professional development for you and your team
- Workshops and on-demand courses
  - Supervision and leadership
  - Interpersonal and communication skills
  - Adobe and Microsoft software

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