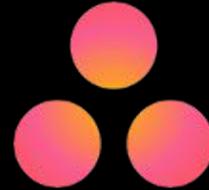
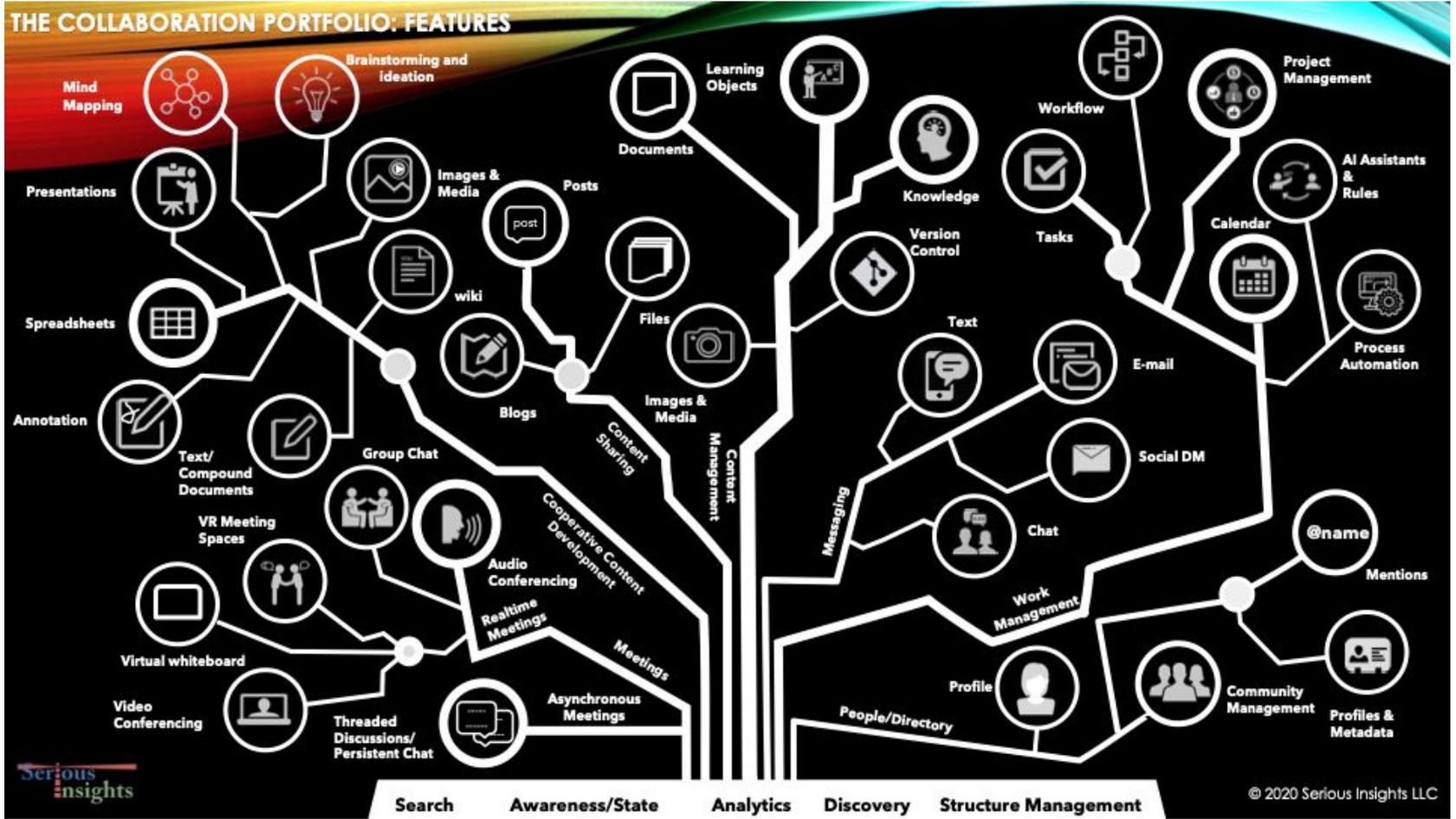


# HiveExec Webinar

Collaborating in a Hybrid Work Environment





## Increase training on collaboration tools



- Understanding your activity feed
- Integrating Office or Google Documents
- Scheduling a meeting
- Effective messaging
- How to store and manage content
- Including partners in your collaboration spaces
- How to join or create a team
- Managing channels
- The power of mentions
- Emojis and stickers
- Co-creating on a Wiki
- Integrating enterprise apps

## Take precautions based on science rather than marketing



The Webex Room Navigator. Both the in-room and out-of-room model are shown here.

- Environmental sensors
- Cleaning schedules
- Physical attendee queuing

## Work with HR and the Lines of Business on Meeting Design: The Dos

- Develop rules of engagement for physical & virtual attendees
- Gather links to all relevant content
- Leave all content in source collaboration spaces or repositories (don't make copies of documents to support a meeting. Reference documents that already exist)
- Share decisions, action items & outcomes to relevant collaboration spaces.
- Plan for variation to keep people interested.
- Make sure the equipment works & people know how to use the software.
- Use the agenda to drive the meeting.
- Share a calendar appointment & link to the meeting space.
- Provision attendees so they can access all links.
- Facilitate the meeting through the meeting space.
- Use email only for meeting notification.
- Reuse Meeting Spaces for recurring meetings.

## Work with HR and the Lines of Business on Meeting Design: The Don'ts

- Don't hold the meeting if no one believes it will provide value.
- Don't assume everybody wants to be at the meeting.
- Don't invite people who don't need to be in the meeting.
- Don't backchannel.
- Don't come unprepared.
- Don't ask, "Does anyone has anything else to put on the agenda?"
- Don't deviate from the agenda.
- Don't e-mail anything to anybody about the meeting.
- Don't load the Meeting Space with duplicate copies of files.
- Don't take minutes.
- Don't confuse a status meeting with a working meeting.



## Understand IT's role in attracting and retaining employees

Demonstrate that IT offers the latest technology and works on staying current.

Share how IT seeks to avoid overwhelming people with technology.

Reinforce IT's belief in using technology to help encourage work-life balance.

Tell stories about technology-driven experiences like how to meet new people, thrive in a hybrid work environment, or managing a project.

# Deliver on a communication plan

## Write for outcomes

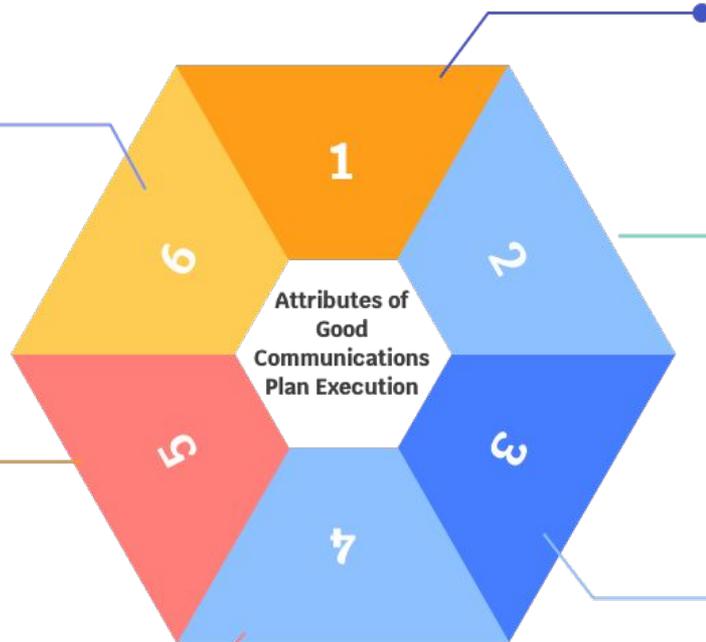
Don't just talk about what people are doing or the activities ahead for projects. Cover why investments are being made and how they will change the company.

## Make it measurable

Include a feedback loop so you can determine if the communications plan is doing its job.

## Adaptable

Constant listening will inform the communications plan. If people need or want to hear something that isn't in the plan, change the plan.



## Transparent

Say what you need to say in a timely manner and with straightforward language.

## Empathetic

Communicate with knowledge of how the readers will be feeling when they read the message. Employ Emotional Intelligence.

## Discoverable

Make sure people can find information where they live and work. Don't make them look for it.

Work with facilities to design the right “space” experience



Segment your employees into audiences by work profile and design ways to meet the needs of each audience





## Find a way to have some fun

Hybrid Hackathons

Virtual morale events

Challenges: photo of the day, problem of the day. Vote. Celebrate.

Hold meetings focused on remote workers and their concerns and experiences.

Create a community for remote workers.