



# MANAGING, MOTIVATION, AND TEAM COLLABORATION IN THE HYBRID WORKSPACE

---

A 2 or 3-Day Hands-On TMS Experience  
*Delivered in Live, Live Virtual, or Hybrid Classrooms!*

## Course Description:

This workshop will provide Managers, Supervisors, and Employees with the guidance necessary to successfully manage, lead, and contribute in the hybrid workspace team. Government teams will be asked to perform from a hybrid workspace more than ever - with team members contributing to the mission from traditional offices and virtual/remote workspaces simultaneously. Participants of this dynamic hands-on workshop learn how-to techniques to maintain effective communications, motivate and supervise employees, and meet customer demands as part of a hybrid workspace team.

This workshop teaches Managers how to

- develop clear, specific, and timely performance metrics to use in evaluating employee performance,
- how to construct and implement an effective hybrid workspace communication plan that facilitates collaboration, and
- how to motivate individuals, groups, and teams to maximize productivity in the demanding mix of work-from-home and traditional workspace environment.

Practical exercises include establishing performance goals, adopting an organization/team communication plan, planning teambuilding events, and developing a review plan for the hybrid workspace team.

An experienced former government manager will facilitate a thorough, in-depth discussion on hybrid teamwork from several different perspectives.

This workshop will address

- what does and doesn't work well for hybrid workspace teams

**Audience:** This workshop is designed for all government personnel.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 15.0- 23.0

**CEU Credits:** 1.3- 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Business Programming and Management

**Delivery Method:** Group Live – Live Virtual Classroom





- explain proven tools to implement a hybrid workspace program that reduces mission risk, improves employee satisfaction, and ensures continuity of essential functions in the event of national or local emergencies.

The focus of this workshop is on the clear, practical how-to techniques of managing teams with employees who are engaged in both telework and work from traditional workspaces. *You will gain powerful new skills to use now!*

Each attendee will receive a Hybrid Teamwork Handbook and Toolkit filled with tip sheets, check lists, step-by-step guidance, articles, and many other valuable resources.

## **Learning Objectives & Topics Covered in this Workshop:**

### Motivating the Hybrid Workspace Team and Employee

- Managing the Change
- Build Commitment, Dedication and Esprit de corps Getting Face Time
- An effective Rewards and Recognition program for the Virtual Office
- Connecting through Technology – The *when, where, and how often!*
- Avoiding Burnout!

### Performance Management –Managing and Working in a Hybrid Office Environment

- Trust but Verify – Questions every Manager should ask!
- Setting Expectations
- An *effective* set of Hybrid Office Rules to Operate by
- The 7 Most Common Bad Habits of the Teleworker
- Principles the Hybrid Workforce should live by!
- Communicating Expectations
- Monitoring and Measuring Performance of the Virtual Office Employee Motivating in the Hybrid Workspace Environment
- Demonstrating your value as a Teleworker when you aren't *seen* by your boss
- The top 10 tools used by industry for telework!

### Enabling Collaboration and Productivity

- Facilitating communications among workgroup members and customers
- Collaboration Tools, Techniques and Tips!
- Collaborative decisions making principals
- The dynamics of group decision making
- Facilitating open discussion
- Alternatives to open discussion