



## How to Manage a Hybrid Team

### **Course Description:**

As organizations transition back to the office, leaders will be expected to be fair and equitable to those who are working from home and those who are coming back to an office environment. To be successful the leader of a hybrid team must successfully apply insights and techniques to guide performance and work relationships with all employees. Elevate's course How to Manage a Hybrid Team will answer the most pressing questions and give useful tools and techniques to manage various circumstances while treating everyone fairly

This powerful training course is designed to give participants the tools necessary to build trust and synergy between office employees and those teleworking. Participants will walk away with practical ideas to lead hybrid teams with success and complete confidence.

### **Learning Objectives**

- Learn how to hold effective meetings and group sessions
- Learn effective ways to communicate with team members
- How to ensure the remote workers and those in the office are in sync
- Use tools to build trust and confidence among all employees
- Know how to manage a hybrid team through any project

### **Module One: Hybrid Team Meetings**

*In this module, participants will gain an understanding of which time management techniques are the most effective to ensure successful meetings and successful projects. Participants will also go through a presentation exercise to learn how to hold effective team meetings that value each team members' time and talent.*

- Managing the Team Schedule
  - Objectives and Agendas
- Team Topics
- Team collaboration

**To customize your seminar please call  
646-416-6441 or email [julie@elevate4success.com](mailto:julie@elevate4success.com)**



### **Module Two: Communication**

*Effective communication is a key component to any successful business. It is especially important when managing a hybrid team because not only do you deal with traditional communication problems with employees, but virtual teams can face more obstacles trying to keep in touch. Module two will give participants helpful tools and techniques for effective communication designed to encourage your employees to engage in two-way communication and ask questions when they receive new information.*

- Communicating Over the Distance
  - Early and Often
  - Rules of Responsiveness
- The Best Communication Tools
- Keeping the team in sync with each other

### **Module Three: Building Trust**

*Participants will focus on ways to build an open and honest environment within their hybrid team. We will discuss the importance of trust as well as the best practices to encourage ownership.*

- Trust Your Team and They Will Trust You
  - Beware of “Us vs. Team” Territorial Issues
- Share Best Practices
- Ownership and Accountability

### **Module Four: Successful Hybrid Teams**

*Succeeding with a hybrid team can be challenging. Inspiring a team to create and meet goals, maintain motivation and work together are only a few obstacles when managing a team that you may or may not see on a daily basis. Module four will empower participants to build successful hybrid teams through effective communication and providing timely feedback.*

- Build a Team Culture
  - Fairness and equity between those in the office and those teleworking
  - Virtual “watercooler” meetings
  - Ensure everyone has a voice, including those you don’t see everyday
- Provide Timely Feedback
- Help your employees manage their stress levels
- Pulling it all together

**To customize your seminar please call  
646-416-6441 or email [julie@elevate4success.com](mailto:julie@elevate4success.com)**