Designing remote and hybrid work

Things are moving fast: vaccination rates are high and the idea of return-to-office (RTO) is looming. It’s not too late to think, prepare, and refine thoughtful work to lock together workplace strategies that make sense for your organization in the near-term, post-pandemic work world.

The framework outlined below will help you design a work approach that works for your business. Each of the steps has implications for your space, your people, culture, processes and technology. Think of this framework as an iterative tool you can use to strategize, decide, implement, test and repeat as needed. As the future of work continues to change, you need to continuously evolves and adapt your work environments and employee experiences.

**Phase example:**

March 2020 – Fall 2021 Pandemic Hybrid/remote

Fall 2021 Return to office

Fall 2021+ Post pandemic: hybrid/remote transformation

**Review business strategy and talent needs**

**Impact assessment of COVID-19 on your business and teams**

Your organization probably made some changes during the pandemic. What’s working? What’s not? In this step you’ll take a look at the positive, neutral and negative implications of your current operating state vis-a-vis your business strategy and employment needs.

**Key considerations:**

- Nature of industry and role: is it possible for work to be done remotely?
- Talent acquisition: are you able to hire within driving distance to the office?
- Talent engagement: what is the impact of change to current team members?
- Talent retention: will we risk losing current team members?
- Overall cost: what are the costs of each approach (facilities, systems, etc.)?

**Select work approach, understanding the talent implications**

Your approach can be as unique as your business.

With your business needs in mind, it’s time to select your workplace approach. Is remote working? In-person? Half & half? Here’s where you decide where you’ll land on the continuum between fully remote and fully in-person.

**Redesign employee experiences**

Now you know “where” – here’s the “how” and “what”.

You’ll spend the most time thinking, designing and implementing tools, processes and strategies that make your workplace work from any location. You may need to make new policies, invest in a common communications tool or figure out how to onboard new team members.

**Test, refine, repeat**

Once implemented, how will you know it’s working?

To gauge employee wellness, productivity and job satisfaction, you need to set goals and access measurement tools or methods. Change management, communication feedback loops and testing will help you know what’s working (and for whom).

**Outcomes:**

- Employee attraction and engagement
- Performance and productivity
- Business results

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Visit us online to dig into our complete database of tools, treasures and tricks for each of the steps outlined above. Elyp.

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