

Flex Team Workshop

Reimagine Hybrid Teamwork

Hybrid Team Journey – Building hybrid work together

Identify which elements of the team's work **can thrive** while working from anywhere, and when, why and how often the team should be together in person

Determine what **blend of on site, hybrid, and remote work** fits team culture, business responsibilities, and goals

Discuss and test **agreements** while learning, there will never be complete clarity of all influencing factors



Flex Team Workshop
provides a structured
approach



Engaging workshop format to bring hybrid work to life in your team

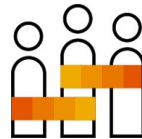
GOAL

- ✓ Realize the most value from hybrid working for everyone along business requirements
- ✓ Achieve team understanding and agreement on:
 - Time in **the office**
 - Time working **remote**
 - and team **restrictions to be considered**
- ✓ The agreement is **rooted in facts** by connecting business, individual, and team perspectives
- ✓ The team members feel that their **well-being and individual needs are considered** and that the team spirit is positive towards the agreed hybrid model



TARGET

- ✓ The workshop is **universally applicable to different team situations** – regardless how advanced a team is on their hybrid working journey
- ✓ **Global and local teams**, as well as **all team sizes** can be accommodated
- ✓ **Connections to potential follow-up activities** (e.g., individual skill development, health support, or conflict resolution) are provided



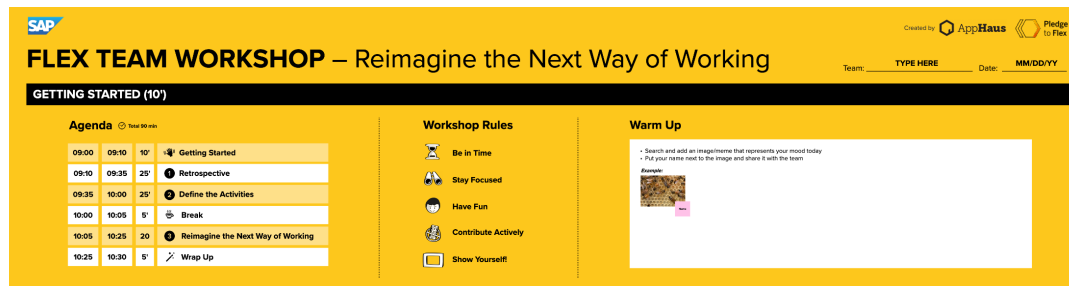
FORMAT

- ✓ **Easy to use, self-facilitated, and virtual format** based on a MURAL template **along three topics**:
 - Team activities
 - Collaboration needs
 - Time allocation to onsite and remote activities
- ✓ **Guided discussion** about **needs of the team and business requirements**
- ✓ **Workshop length is about 90min, for a typical team size about 12 members** — more time is needed if the team is bigger
- ✓ **Self-Facilitation is supported** by detailed and easy to follow instructions, a facilitator guide, and instruction video



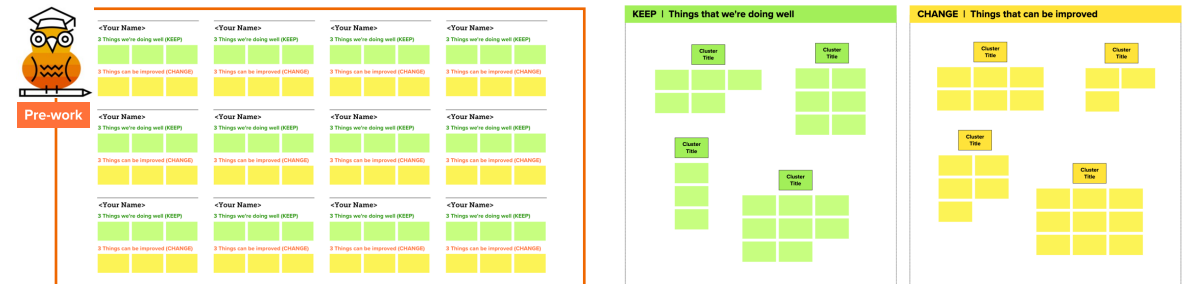
Flex Team Workshop – MURAL Overview (1/2)

GETTING STARTED



- The team settles in the workshop setup
- Warm-up and get started

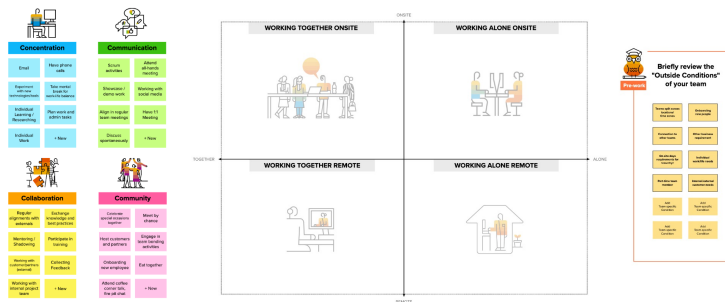
1 RETROSPECTIVE



- Collection of what worked well over the last two years and what to improve in a short *retrospective*
- The exercise gives ground for discussion and brings everyone in the right mindset
- Collected topics can be used in further discussions or be addressed in action items
- This can be done in part prior to the Flex Team Workshop (“Pre-Work”) or as part of the workshop itself, depending on available time

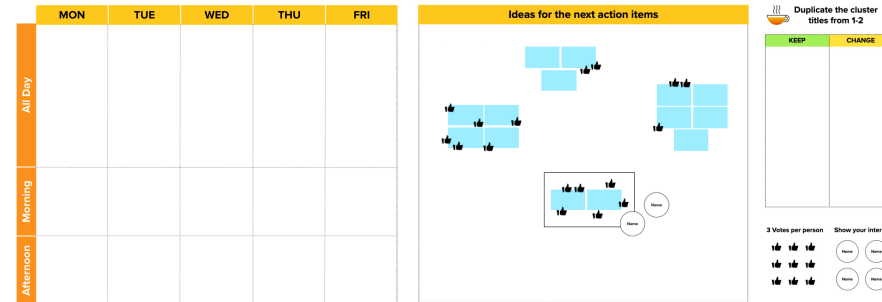
Flex Team Workshop – MURAL Overview (2/2)

2 TEAM ACTIVITIES



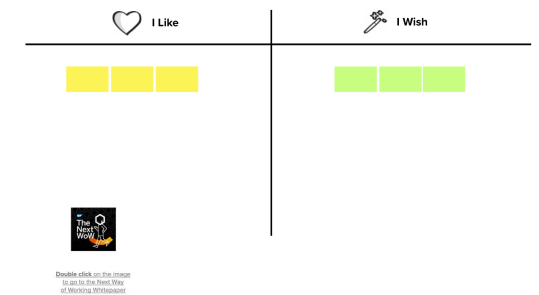
- **Select Activities**
Team selects a maximum of 18 activities they perform regularly to achieve their business goal
 - **Map Activities**
Map activities based on whether they are done primarily together or alone, and define if the activity should be preferably done onsite or remote, based on added value for the team, team setup, or business goal
- Reflect the team's "Outside Conditions" in the discussion

3 PREFERENCES & ACTION ITEMS



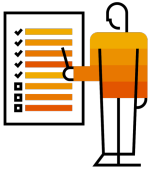
- **Gather Onsite Work Preference**
The team indicates, based on the previously defined onsite activities, when they would come to the office, defining an indication for onsite presence (if possible in the team setup)
- It's a quick and easy way to gather team sentiment about onsite work preferences and good office days for the team
- **Generate Ideas**
Brainstorm and prioritize the potential action items based on the importance and feasibility for the team

WRAP UP



- **Provide Further Reading**
The Next Way of Working Whitepaper

Flex Team Workshop – Roles



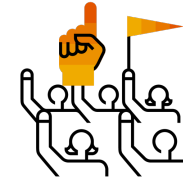
FACILITATOR

- ✓ **Anyone** in the team can facilitate — being familiar with **MURAL** and **having workshop facilitation experience** is a plus
- ✓ It may be a good idea to have **two people to co-facilitate** the workshop by leading different sections of the agenda, and keep the time
- ✓ The Next Way of Working Workshop comes with a **Facilitator Guide** that describes the agenda and the activities in details
- ✓ Read and prepare the workshop as described in Facilitator Guide and use the **other support materials** available



TEAM MANAGER

- ✓ The Team Manager as the leader of the team, is a **key participant** in the workshop
- ✓ The Team Manager can consider **team member's work schedule, LoB or country as well as business requirements** as input conditions to the workshop



TEAM MEMBERS

- ✓ In this workshop, every team member will have a chance to **share own experiences and expectations** to co-create a **new way of working together**
- ✓ Please complete the pre-work on **MURAL section 1-1 “KEEP or CHANGE”** and section **2-2 “Outside Conditions”**

Tools & Resources

Tools for Workshop

- Video Conferencing: MS Teams, Zoom
- Digital Whiteboard: MURAL ([MURAL basics](#))

Additional Resources

- [The Next WoW \(Way of Working\)](#)
- [Innovation Toolkit](#)



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