

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

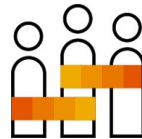
GOAL

- ✓ 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



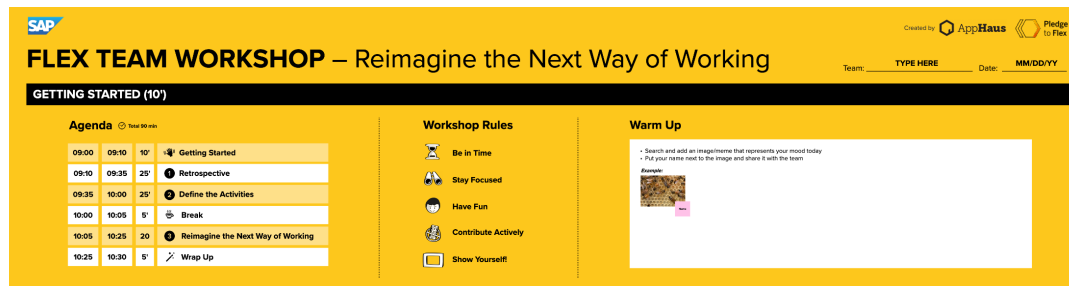
FORMAT

- ✓ **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



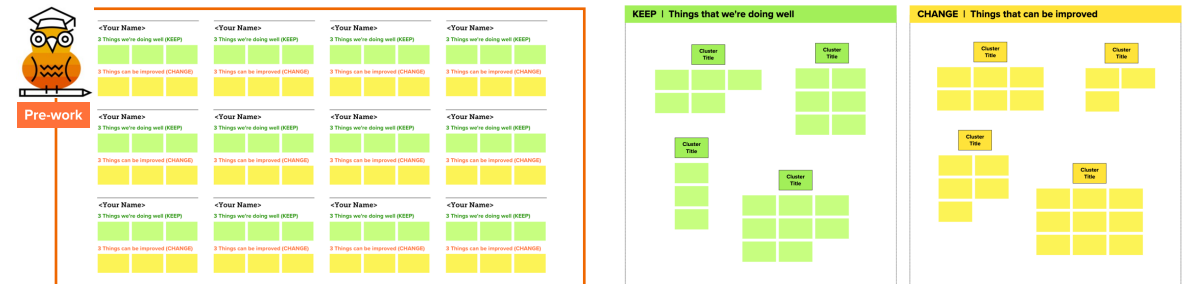
Flex Team Workshop – MURAL Overview (1/2)

GETTING STARTED



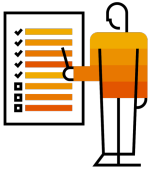
- The team settles in the workshop setup
- Warm-up and get started

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 – Roles



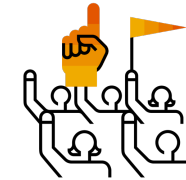
FACILITATOR

- ✓ **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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