

LESSON PLAN

Module 5: Best Practices for Technology Implementation in Hybrid Teams

N.	Topics and Sub-topics/Learning activities	Duration	Material and Activity sheets	Suggestions for implementation
1	Introduction	20 minutes	Agenda handout, icebreaker sheet.	Encourage participants to share their expectations and current challenges with hybrid work.
4	Technology Adoption Strategies - Best Practices and Barriers for rolling out new technologies	15 minutes	Questions template for implementation strategies.	Discuss real-life barriers to tool adoption.
2	Communication and Collaboration Tools - Synchronous vs. Asynchronous Communication - Exploring Zoom Workspace	25 minutes	Computers or tablets for tool demonstrations	Prepare live accounts for the tools so participants can interact in real-time. For groups, assign different tools to foster comparison during discussion.

3	Project Management Tools - Overview of Tools (ASANA) - Workflow Automation	25 minutes	Computers for hands-on work with tools. Project scenario handout for task management exercise.	Computers for hands-on work with tools. Project scenario handout for task management exercise.
5	Balancing Technology Use and Avoiding Burnout - avoiding tech overload - maintaining work-life balance	20 minutes	Work-life balance worksheet for group brainstorming.	Invite participants to reflect on their own hybrid work challenges, focusing on balance. Use of the <i>The Happiest Team Tech Balance Challenge</i>
6	Wrap-up & Reflection	5 minutes	Reflection worksheet: Key takeaways and action steps for implementation back in the workplace.	Allow time for participants to reflect on their learning. Encourage them to set personal goals for implementing new tools in their own work settings.