STAY CONNECTED HYBRID WORK IMPLEMENTATION ACTION PLAN

Goal 1: Define what successful hybrid work is for your organisation

Description	Required Resources	Expected Outcomes	Timeline	Responsibility
How does a successful hybrid work environment feel and look like for your organization?	What's needed or who can help to complete the tasks?	How will you identify and measure success?	By when should this be done?	Which role / department should decide?

Goal 2: Eligiibility

Eligible positions for hybrid work	Non-eligibility	Categories	Responsibility
Eligibility criteria? Identify and list the eligible roles below	Identify and list the non-eligible roles below	Describe, if any exist, different role / work pattern categories	Who should decide eligibility? Who should monitor the frequency of remote work?

Goal 3: Necessary Infrastructure

Technology	Meetings	Timeline	Responsibility
What equipment and systems do you need/want/have to operate smoothly in hybrid mode?	What set-up do you have/need to hold smooth hybrid meetings?	By when do you need to make any purchases?	Which role / department should decide?

Goal 4: Policy

Compliance	Policy	Responsibility
What legal requirements do you need to follow in your country to be compliant?	Define your main rules and regulations	Which position(s) / department(s) need(s) to be involved in deciding what to include?

Goal 5: Communication and training			
Training Who needs to be trained, on what?	**Guidance** Who needs to be supported? How will you communicate the policy?	**Timelines** When and how often?	**Responsibility** Who needs to undertake communication? Who should carry out the training?

Goal 6: Employee wellbeing			
What wellbeing elements do you need to consider? (e.g. working hours, breaks, social connections, right to disengage)	**Measurement** How will you identify and measure success and how employees feel?	**Timelines** When and how often?	**Responsibility** Who should do this?