STAYCONNECTED

LESSON PLAN TEMPLATE

Module 2: Transforming communication in hybrid workplace				
N.	**Topics and Sub-topics/Learning activities**	**Duration**	**Material and Activity sheets**	**Suggestions for implementation**
1.	Introduction to Hybrid Work Dynamics o Icebreaker activity: Share individual experiences of working in hybrid settings. o Presentation on hybrid work dynamics and the importance of communication. ● **Learning Activities**: Group discussion: Encourage participants to identify and share key challenges in hybrid communication	10 min	Hyperlink to external resource https://archieapp.co/blog/hybrid-work-examples-and-practices/ https://www.antonilacinai.com/news/the-six-major-challenges-leaders-face-in-hybrid-work-environments/ Hyperlink to new resource https://lucidspark.com/blog/overcoming-the-communication-gap-for-hybrid-teams ● IT equipment (including a projector screen);	Use their examples to make the session relatable.

				● Flipchart and markers; ● Pens and note-taking materials for participants ● Slides with challenges/opportunities in hybrid work.	

2.	Managing expectations of the managers in hybrid work setting
	
	    o Establishing clear roles and responsibilities.
	
	    o Aligning manager and team expectations.
	
	● **Learning Activities**:
	
	Role-play scenarios: Setting and managing expectations with hybrid teams.
	
	Group exercise: Develop a hybrid work policy draft addressing team expectations.
		20 min		● Policy drafting template
				
				● Sample hybrid work policy examples.
				
				● Scenario handouts
				
				New resources:
				https://www.charliehr.com/blog/hybrid-working-policy/
				
				https://hrexecutive.com/do-you-have-a-strong-hybrid-work-policy-in-place/
					Assign roles (manager, team member) for role-play exercises.

3.	Fostering Regular and Open Communication	15 min		● Communication methods comparison chart.	Encourage participants to brainstorm ideal communication schedules.

		o Establishing protocols for asynchronous and synchronous communication. ● **Learning Activities**: Develop a communication schedule for a hybrid team.		● Template for hybrid team communication schedules. New resources: https://www.youtube.com/watch?v=HO2va28majU	
4.		Building recognition, trust, and feedback practices o The role of trust in hybrid teams. o Techniques for providing constructive feedback. ● **Learning Activities**: Case study analysis: A hybrid team struggling with trust and feedback issues. Activity: Practice giving feedback in a hybrid setting.	20 min	● Case study document ● Feedback guidelines New resources: https://clickup.com/blog/feedback-sandwich-method/	Facilitate discussions to identify solutions from the case study.
5.		Maintaining a Strong Company Culture	15 min	● Hybrid event planning template	Divide participants into small groups for brainstorming. Encourage

			New resources:	them to discuss the key elements of the strong company culture.
	o Strategies for fostering inclusivity and shared values in hybrid models. o Encouraging team bonding activities. ● **Learning Activities**: o Discussion: Identify key components of a strong company culture. o Small group activity: Design a hybrid team event to strengthen culture.		https://www.workforcehub.com/blog/how-to-maintain-company-culture-and-why-it-matters/ https://n9.cl/k7y5o	
6.	Promoting Hybrid Collaboration o Tools and practices for effective collaboration in hybrid teams. o Strategies to address challenges in collaborative tasks. ● **Learning Activities**: o "Collaborative Problem-Solving Challenge"	10 min	● A set of index cards or small pieces of paper ● A pen or marker ● Video conferencing platform (optional) New resources: https://www.charliehr.com/blog/hybrid-working-policy/	Encourage participants to focus on communication, listening to each other's ideas, and building on each other's suggestions.

	Before the session, write down a few simple, workplace-related problems or scenarios on the index cards. For example: *"You and your team have crash-landed on a deserted island. You have 10 items salvaged from the wreckage but can only carry 5 with you as you search for rescue. Your group must reach consensus on the 5 items to keep."* *"Your team needs to organize a company event with limited resources."* *"A project deadline is approaching, and your team is behind schedule."* Facilitate a short discussion on the importance of collaboration and how different perspectives can lead to better solutions.		https://hrexecutive.com/do-you-have-a-strong-hybrid-work-policy-in-place/	

7.	Wrap-Up and Reflection:
	
	    Summary and participant reflections on the module objectives and outcomes
	
	    Assessment quiz
		10 min	Quiz Assessment worksheet	Encourage active sharing of insights and feedback between the participants.