

LESSON PLAN

Module 1: Understanding Hybrid Work and Practices				
N.	Topics and Sub-topics/Learning activities	Duration	Material and Activity sheets	Suggestions for implementation
1	Welcome trainees with Ice-breaking activity (well-being activity) The objective is to motivate trainees to introduce themselves and offer a positive tone for the training event. A quick and inclusive activity to create an engaging atmosphere right from the beginning	10 minutes	Power Point presentation Event Agenda Handout, Slide N.3 with instructions.	Motivate the participants to share their feelings, motivations and expectations from this training event. <u>Step 1</u> <ul style="list-style-type: none"> • Ask trainees to come forward and in just two words, “describe how you are feeling right and what you are looking forward to during this event” • You can give them indicative examples such as “Excited and interested” “ready and questioning” • Virtual participants can type their two words into the chat <u>Step 2</u> <ul style="list-style-type: none"> • Next, go on to a connection prompt by asking participants to share with the group: “What is one thing you hope to gain or contribute during today’s event?” • In-person attendees write on sticky notes or discuss briefly and virtual participants via chat.
2	Topic 1: Defining Hybrid work: <ul style="list-style-type: none"> – Defining hybrid work – Pros & Cons of Hybrid Work 	30 minutes	Defining hybrid work (slide N.5) Pros & Cons from Hybrid Work (slides N.6-8)	During the activity, motivate the participants to offer content for questions. Underline the most common key pros and cons, and compare with findings from the literature <u>Step 1</u>

	<ul style="list-style-type: none"> Activity 1 “Pros and Cons of the hybrid workplace: Time to offer your views Pros and cons of hybrid workplace based on the literature 		<p>Activity 1 (slides N.9-11). Beforehand prepare a link with five questions provided in slide #11. Results shared on the screen.</p> <p>Pros and cons of hybrid workplace based on the literature (slides N. 12-13)</p>	<ul style="list-style-type: none"> Prepare a link with five questions for the respondents to type in keywords and provide them 5 minutes to respond and share the link with the trainees Trainees can use cell phones to provide data <p>Step 2</p> <ul style="list-style-type: none"> Share the results on the screen, one after the other Underline the most common key pros and cons, also, major changes and key influences on the group dynamics of the workplace culture <p>The trainer prepares before the training the following:</p> <ul style="list-style-type: none"> <i>Links for the trainees</i> <i>Informs the trainees for the allocated time per question</i> <i>Questions to facilitate the discussion</i>
3	<p>Topic 2: Become Familiar with Various Hybrid Work Models</p> <ul style="list-style-type: none"> Defining the Hybrid Work Model Identify the Hybrid model. Activity 2 (2 Case Studies) More on how to select the right hybrid work model 	45 minutes (15 minutes per case study)	<p>Defining the Hybrid Work Model (slides N.15-17)</p> <p>Case Studies (slides N.19 & 20)</p> <p>More case studies on various hybrid models in the following link 10 Hybrid Companies Examples with Working Models in 2025</p> <p>More on how to select the right hybrid work model (slide N. 22)</p>	<p>To implement Activity 2 start with the 3 slides (#15-17) and follow up by leading the discussion based on the questions presented under each case study. Participants read the first case study on the screen and the trainer facilitates the discussion guided by the three questions. Repeat for the second case study.</p> <p>Step 1</p> <ul style="list-style-type: none"> Present one by one the forthcoming two case studies to the trainees <p>Step 2</p> <p>Ask them to discuss in pairs the following two topics</p> <ul style="list-style-type: none"> To define the hybrid model applied in each organisation To discuss its impact on employees’ satisfaction and productivity Explore whether this is an acceptable model of your organisation

				<p><u>Step 3</u></p> <ul style="list-style-type: none"> Refer trainees to the following link for more case studies on various hybrid models 10 Hybrid Companies Examples with Working Models in 2025 <p>Close up this topic with slide #22</p>
4	<p>Topic 3: Unlocking flexibility in the hybrid workplace</p> <ul style="list-style-type: none"> Forms of Flexibility in the Hybrid Workplace Balancing Flexibility (Activity 3) 	70 minutes	<p>Forms of Flexibility in the Hybrid Workplace (slides 24-27)</p> <p>Balancing Flexibility (Activity 3) (slides 28-30)</p> <p>Resources</p> <p>The trainer prepares before the training the followings:</p> <ul style="list-style-type: none"> Clearly identified position points on digital space or physically Prepare one card for each scenario or present them on screen Offer digital link for trainees to record the selected action 	<p>Start with a short presentation based on slides #25-27 and then facilitate the 60-minute Group Activity on handling flexibility in different scenarios.</p> <p><u>Step 1: Icebreaker task (10 minutes)</u></p> <p>Setup: Create a virtual or physical spectrum with one end labeled "Full Structure" and the other "Complete Flexibility."</p> <ul style="list-style-type: none"> Task: Where do you think your organisation currently stands on supporting individual flexibility? Participants take position and explain why they choose this spot. <p><u>Step 2: Scenario-Based Discussions (30 minutes)</u></p> <p>Setup: Divide participants into small groups of 3-5. Provide each group with a scenario that represents a challenge related to individual flexibility.</p> <p>Suggested Scenarios:</p> <ul style="list-style-type: none"> (A) Two employees request to work fully remote, but their role traditionally requires in-office collaboration (B) Team Members struggles with scheduling conflicts due to varied work hours or hour zones (C) Manager finds it hard to assess performance in a flexible environment <p>Motivate each group to present justification for the solution and seek feedback from other groups.</p>

				<p><u>Step 3:</u> Role-Play Presentation (20 minutes)</p> <ul style="list-style-type: none"> • Each group selects one scenario and role-plays their proposed solution • After each role-play, the audience provides feedback or suggests alternative approaches <p><u>Step 4:</u> Takeaway reflection (10 minutes)</p> <p>End up with the takeaway reflection</p> <ul style="list-style-type: none"> • Final Prompt: "What is the one most important action you will implement to support individual flexibility in your workplace? " • Capture responses in a shared document for collective inspiration
7	Assessment & Wrap-up	5 minutes	Quiz Assessment worksheet: Key takeaways and action steps for implementation back in the workplace.	Allow time for participants to reflect on their learning experience.