

LESSON PLAN MODULE 6 - IoD

Module 6: Action planning: Using project resources in everyday hybrid work practices

N.	Topics and Sub-topics/Learning activities	Duration	Material and Activity sheets	Suggestions for implementation
1	<p>Introduction:</p> <ul style="list-style-type: none"> • Overview of hybrid work from a resource management and action planning perspective. • Discussion on key resources to implement a hybrid work environment (e.g. time, tools, team roles, budget). 	10 minutes	<ul style="list-style-type: none"> • Presentation slides (Introduction section). • Reference material: "STAY CONNECTED Toolkit." 	<ul style="list-style-type: none"> • Start with a quick icebreaking question: "What's the most challenging resource to manage in your hybrid teams?" • Facilitate an open discussion to encourage sharing of experiences and make all the participants comfortable



				in sharing their views and opinions.
2	<p>Topic 1: Resource Identification and Allocation</p> <ul style="list-style-type: none">• Explain the significance of resource allocation in hybrid work settings and its benefits.• Activity: Group Exercise:<ul style="list-style-type: none">○ Scenario-based activity where participants identify resources (time, tools, personnel) and brainstorm allocation strategies.	<p>Duration: 25 minutes</p> <ul style="list-style-type: none">• 10 minutes for presentation and group discussion.• 15 minutes for the activity	<p>Material and Activity Sheets:</p> <ul style="list-style-type: none">• Pre-defined scenarios for hybrid team challenges (from slides) can be given out as an activity sheet handout.	<p>Suggestions for Implementation:</p> <ul style="list-style-type: none">• Create small groups of 3–4 participants to simulate hybrid team management.• Provide time to reflect on and prioritise resources, followed by short presentations.



3	<p>Topic 2: Action Plan Development</p> <ul style="list-style-type: none"> • Present and discuss in the group the checklist of items a well defined action plan must include. • Activity: Individual and Pair Work: <ul style="list-style-type: none"> ○ Each participant drafts an action plan to manage a project in a hybrid setting. ○ Pairs exchange their plans to offer feedback and identify areas for improvement. 	<p>Duration: 35 minutes</p> <ul style="list-style-type: none"> • 10 minutes discussion • 15 minutes individual work, drafting personal action plans. • 10 minutes in pairs, reading each other's action plans and exchanging feedback. 	<p>Material and Activity Sheets:</p> <ul style="list-style-type: none"> • STAY CONNECTED HYBRID WORK IMPLEMENTATION ACTION PLAN template. • Article for homework reading: CIPD Guidance for Hybrid Work. 	<p>Suggestions for Implementation:</p> <ul style="list-style-type: none"> • Walk participants through the example action plan template to consider using for their own implementation. Encourage constructive, solution-focused feedback during paired discussions.
4	<p>Topic 3: Monitoring and Adjusting Resource Usage</p> <ul style="list-style-type: none"> • Methods for monitoring and adjusting team resource usage. 	<p>Duration: 25 minutes</p>	<p>Material and Activity Sheets:</p> <ul style="list-style-type: none"> • Pre-defined scenarios for hybrid team challenges (from slides) can 	<p>Suggestions for Implementation:</p> <ul style="list-style-type: none"> • Present a short hypothetical scenario where



	<ul style="list-style-type: none"> ● Activity: Monitoring and adjusting your action plan for success <ul style="list-style-type: none"> ○ Based on provided challenges in case study, teams update their earlier action plans to improve efficiency and address equity in resource distribution. 	<ul style="list-style-type: none"> ● 10 minutes presentation/discussion ● 15 minutes for presenting adjusted plans and final group debrief. 	<p>be given out as an activity sheet handout.</p> <ul style="list-style-type: none"> ● Resources for monitoring: <ol style="list-style-type: none"> 1. Time Tracking Tools. 2. Employee Feedback Tools. 	<p>resource monitoring reveals issues (e.g., low team productivity, feelings of exclusion etc.).</p> <ul style="list-style-type: none"> ● Guide participants through the thought process of revising their action plans. ● Encourage sharing of their final Action Plans in the eLearning Forum to create discussion with other managers and foster knowledge sharing.
5	<p>4. Reflection and Discussion</p> <p>Facilitated reflection session to critically evaluate key aspects of hybrid work environments using targeted questions.</p> <p>Reflection Questions to pose to the participants:</p> <ol style="list-style-type: none"> 1. What digital and other tools do you have available to ensure an inclusive hybrid work environment? 	<p>Duration: 20 minutes</p> <p>5 minutes: Small group discussion to brainstorm and share individual perspectives.</p> <p>10 minutes: Whole-group</p>	<p>Material and Activity Sheets:</p> <p>Reflection prompts printed or displayed (for ease of visibility).</p> <p>Whiteboard or digital collaboration tool (e.g. Jamboard) for capturing group insights.</p>	<p>Suggestions for Implementation:</p> <p>Small Group Discussion (5 minutes):</p> <ul style="list-style-type: none"> ● Split participants into groups of 3–4 and assign each group one or two reflection questions.



	<ol style="list-style-type: none">2. How can we ensure time savings in a hybrid setting?3. Do team roles differ significantly in hybrid work settings?4. What are the cost implications of working from home or from the office?5. What might pose challenges to social inclusion of remote employees?	<p>sharing and facilitator-led synthesis of key insights.</p> <p>5 minutes: Wrap-up discussion to link reflections to key module objectives.</p>		<ul style="list-style-type: none">• Ask participants to brainstorm solutions, drawing from personal or professional experiences. <p>Whole-Group Sharing (10 minutes):</p> <ul style="list-style-type: none">• Have each group share their responses with the wider audience.• Facilitator is encouraged to probe deeper into responses. For example:<ul style="list-style-type: none">○ If discussing time savings: "What specific changes to routines or tools worked best for your team?"○ When addressing social inclusion: "What role should leaders play in
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				<p>overcoming these challenges?"</p> <p>Wrap-Up Discussion (5 minutes):</p> <ul style="list-style-type: none">• Tie key insights to the module objectives:<ul style="list-style-type: none">○ Efficient resource use to achieve equity and collaboration in hybrid work settings.○ Adapting tools and practices to address identified challenges, including cost and inclusion.• Summarize actionable steps participants can implement after the session.
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6	<p>5. Assessment of Knowledge</p> <p>Assessment Activity: True or False Questions</p> <p>Objective:</p> <p>Test participants' understanding of key concepts from Module 6 on hybrid work resource planning, action plans, and monitoring.</p>	<p>Duration: 10 minutes</p> <p>5 minutes: Participants individually answer the questions.</p> <p>5 minutes: Group discussion with the facilitator reviewing the answers and clarifying any misconceptions.</p>	<p>Material and Activity Sheets:</p> <ul style="list-style-type: none">● Printed/digital copies of the questions.● Projector or flipchart for displaying questions during discussion.	<p>Suggestions for Implementation:</p> <ol style="list-style-type: none">1. Activity Setup:<ul style="list-style-type: none">○ Distribute the questions to participants in either a printed handout or as part of the slides.○ Alternatively, pose the questions one by one using a live polling tool (e.g., Mentimeter, Poll Everywhere) for engagement.2. Individual Responses (5 minutes):<ul style="list-style-type: none">○ Allow participants time to think and respond independently.○ Encourage them to reflect on learning points from the session when answering.3. Group Debrief (5 minutes):
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