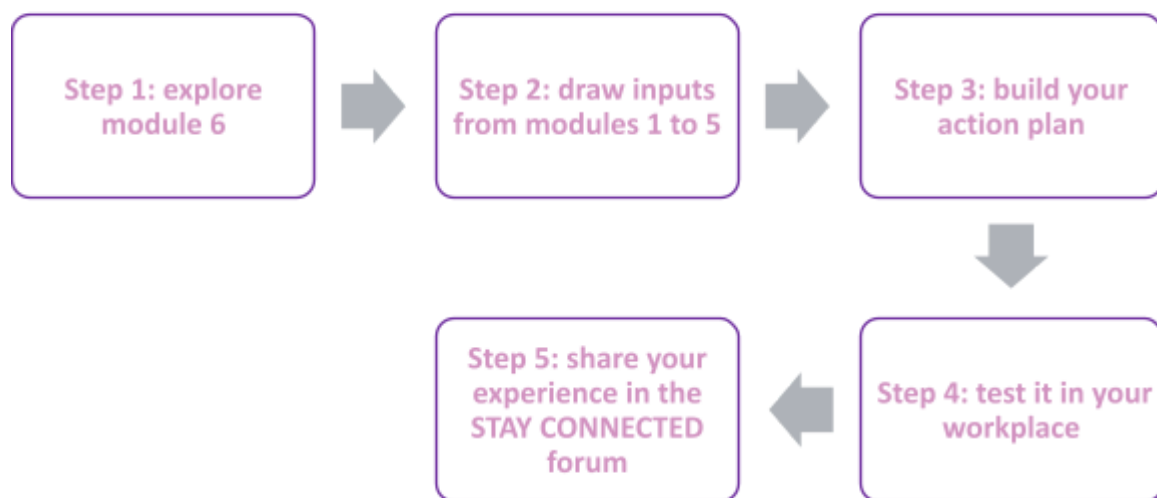# How to section

Implementing your STAY CONNECTED action plan

You're now ready to adapt the STAY CONNECTED training to real-world hybrid work needs in your organisation. This section is designed to better guide you to apply our resources and produce an action plan to be adapted and adopted during in your professional practices.

Step 1: explore module 6 → Step 2: draw inputs from modules 1 to 5 → Step 3: build your action plan ↓

Step 5: share your experience in the STAY CONNECTED forum ← Step 4: test it in your workplace

Step 1: explore module 6

Learn
- Read the lesson plan and Activity Sheet 5 to understand action planning

Plan
- Set your SMART goals using the provided template and decide your area of focus (communication, inclusion, wellbeing, policy)

Apply
- Start testing your plan in your real hybrid work setting using StayConnected tools

Refine
- Adjust your plan for broader adoption and prepare to share your version on the project forum at *insert link here*

Focus areas
🗣️ New communication norms
🌐 Digital inclusion improvements
🧘 Wellbeing support
💼 Refining hybrid policies

Start simple. Choose one goal, apply what you've learned in the training, and track early feedback. This module is about starting the change, not making it perfect.

Step 2: draw inputs from modules 1 to 5

Before you finalise your action plan, take a moment to review the core of your training. Modules 1 to 5 are packed with practical tools, templates and tested

approaches to help you understand hybrid work from every angle - from flexible models and communication to inclusion, wellbeing and smart use of technology. Use this section as your 'resource pool': each module offers specific activities and worksheets that you can integrate directly into your plan. Whether you're designing a new hybrid meeting format or a wellbeing initiative, the resources below will help you to refine and better tailor your action plan.

Module	Use it to…	Key tools & activities
1. Understanding hybrid work	Frame your context: pros/cons of hybrid models, what flexibility looks like in your organisation	☐ Activity 1: "Pros and Cons" ☐ Activity 3: "Balancing Flexibility" ☐ Slide set + 2 Case Studies
2. Communication & trust	Build a hybrid communication plan	☐ Communication Schedule Template ☐ Feedback Guidelines ☐ Role-play scenarios on expectation-setting
3. Digital inclusion & Wellbeing	Plan for inclusion and digital wellbeing	☐ Activity Sheet 1: "Visibility Framework" ☐ Activity Sheet 4: "Digital Wellbeing Policy" ☐ STAY CONNECTEDToolkit p.29–39
4. Social connectedness	Add team engagement elements	☐ Hybrid Event Planning Template ☐ Social Connectedness Action Plan ideas

| **5.** Technological tools & best practices | Choose tools to support your plan | ☐ Tool overviews: Zoom, Asana, Trello |
| | | ☐ Comparison of synchronous vs. asynchronous collaboration |

Step 3: build your action plan

Use Activity Sheet 5 – Action Planning Template to define:

1. Inclusion goal (e.g. "Improve remote staff visibility in meetings")
2. Digital wellbeing goal (e.g. "Introduce 1-day-per-week meeting-free afternoon")
3. Steps, timeline & tools (e.g. adopt shared whiteboards, rotate meeting roles)
4. Anticipated barriers (e.g. "resistance to change")
5. Solutions (e.g. "pilot test with 1 team")

Reference rhe templates on:

☐ Digital Wellbeing (Module 3)

☐ Communication Schedules (Module 2, Activity A3)

☐ Draft Hybrid Work Policy (Activities A2 & A3)

Step 4: test it in your workplace

Run a mini-pilot or full implementation using these tools:

☐ Hybrid Meeting Checklist (STAY CONNECTED Toolkit p. 36–39)
☐ Feedback & Reflection Sheets (Module 3)
☐ Digital Visibility & Trust Case Studies (Module 3 & 4)

Step 5: share your experience on the STAY CONNECTED forum

Where? insert here the link to the forum

What?	**Why?**	**Whom?**
Upload your action plan or a summary update with:	It is important for:	Your fellow participants are also:
☐ Your goals	☐ Peer validation & input	☐ Updating hybrid meeting norms
	☐ Inspiration for others	

- [ ] What you implemented
- [ ] What worked / challenges
- [ ] One feedback question for peers

- [ ] Visibility within the HR/management network

- [ ] Running digital wellbeing experiments
- [ ] Improving social inclusion

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