Module Descriptor

Module 1: Understanding hybrid work environment, skills & practices

MODULE TITLE	Understanding hybrid work environment, skills & practices
MODULE DURATION	140 minutes
OVERVIEW & GENERAL OBJECTIVE	This Module provides an introductory overview of hybrid work environments, beginning with essential terminology, skills, and practices. It offers a hands-on approach to the key characteristics of hybrid workplaces, work models with pros and cons, and the importance of organisational, social and individual flexibility. Moreover, participants will get insights into the variations of flexible office space

LEARNING OUTCOMES
Specific knowledge, skills, and attitudes, which the learners will acquire with the successful completion of the module are described.
Knowledge: After the completion of this module learners will: – Understand the hybrid work terminology and models   – Identify the various types of flexibility required in the hybrid work environment   – Evaluate the pros and cons of hybrid work models   – Have an overall knowledge of flexible office space   **Skills:**   After the completion of this module learners will be able to: – Articulate and navigate hybrid work terminology and concepts   – Navigate and adapt to various hybrid work models, and understanding their pros and cons   – Develop skills in handling the various types of flexibility while adopting a hybrid work environment   **Attitudes:**   After the completion of this module learners will: – Cultivate an adaptable mindset, valuing the flexibility and variety that hybrid work models offer in balancing in-office and remote work environments.   – Approach different hybrid work models with willingness to understand their unique pros and cons, fostering an adaptable mindset for varied work settings.

> – Develop a proactive attitude toward leveraging flexible office configurations, understanding how thoughtful use of space can enhance collaboration and efficiency within hybrid teams.

COURSE CONTENT

- – Initial assessment of the trainees' knowledge of hybrid workplace.
- – Introduction to the key terminology of a hybrid workplace.
- – Interactive activity: Role playing on how flexibility applies in hybrid work.
- – Overview of the pros and cons of hybrid work and state of art practices.

RECOMMENDED LITERATURE

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Xiao, Y., Becerik-Gerber, B., Lucas, G., Roll, S.C. (2021). Impacts of Working From Home During COVID-19 Pandemic on Physical and Mental Well-Being of Office Workstation Users. *Journal of Occupational and Environmental Medicine*. 63(3), 181-190.

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