TEMPLATE 1: CURRICULUM

MODULE TITLE	**Transforming communication in hybrid workplace**
MODULE DURATION	100 min
OVERVIEW & GENERAL OBJECTIVE	The objective of this Module is to introduce the challenges and opportunities related to hybrid work with a focus on the knowledge, skills, and attitudes required to facilitate communication and cooperation in a hybrid workplace. Communication and digital collaboration skills are essential for the digital world of work and managers of hybrid teams must be equipped and trained with the right skillset ensuring that their teams can cooperate effectively.

LEARNING OUTCOMES

Specific knowledge, skills, and attitudes, which the learners will acquire with the successful completion of the module are described.

2-4 per type

Knowledge:
After the completion of this module learners will:

- Understand hybrid work dynamics, the unique challenges and opportunities presented by hybrid work environments
- Learn how to integrate digital communication and collaboration tools into their work to enhance communication and streamline cooperation.
- Understand the importance of cultural competency in a diverse, hybrid workplace

Skills:
After the completion of this module learners will:

- Develop skills to communicate clearly and effectively across both remote and in-person settings
- Implement communication policies for asynchronous collaboration
- Be able to apply techniques for fostering collaboration and teamwork in a hybrid environment by exploring tools and platforms
- Manage their digital presence and develop practices to achieve work-life balance

Attitudes:
After the completion of this module learners will:

- Cultivate awareness on how to adapt to the changing dynamics of hybrid work
- Foster an inclusive attitude that values diverse perspectives and promotes a supportive hybrid work environment

– Embrace a culture of continuous learning and improvement to stay updated with evolving communication practices

COURSE CONTENT

In bullet points

– Managing expectations of the managers in hybrid work setting

– Regular and open communication in hybrid teams

– Recognition, trust, and feedback

– Maintaining a strong company culture in a hybrid work model

– Hybrid collaboration

RECOMMENDED LITERATURE

Culture Amp, Blog Article (2024), How to set goals for remote and hybrid teams. Available at:
https://www.cultureamp.com/blog/how-to-set-goals-remote-hybrid

Dr. Theodotou, M. (2023), 10 Actionable Tactics To Motivate A New Hybrid Team Now. Available at:
https://elearningindustry.com/actionable-tactics-to-motivate-a-new-hybrid-team-now

Alexis, M. (2024), How to manage hybrid teams. Available at: How to Manage Hybrid Teams: 20 Strategies (www.teambuilding.com)

Corporate Wellness Magazine (2024), Navigating Work-Life Balance: Tips for Preventing Burnout in the Modern Workplace. Available at:
https://www.corporatewellnessmagazine.com/article/navigating-work-life-balance-tips-for-preventing-burnout-in-the-modern-workplace

What is digital wellness and why is it important? - YouTube:
https://www.youtube.com/watch?v=JVbo_rzu8k0&ab_channel=Citrix

Ph. D. Caitlynn S., (2023), Addressing Digital Distractions to Focus on Work. Available at: https://www.sap.com/resources/addressing-digital-distractions

APPENDIX

Knowledge	Skills	Competences
– know	be able to	– be competent at, in to
– have detailed knowledge	– assume	– be capable of
– have a comprehensive understand	– assert	– be able to adapt to
– know specifically	– apply	– become more (effective, introspective etc)
– have a general knowledge	– communicate	– become more self-controlled
– have an overall knowledge	– explain	– competently do something
– be introduced	– assist	– be able to deal
– learn	– support	– be able to recognize
– have a general understanding	– make	– become more flexible
– have a good understanding	– collect	– demonstrate
– have a basic understanding	– provide	– be aware and sensitive
– be acquainted with	– inform,	– recognize the limits
– have thorough knowledge	– identify	
– be familiar with	– manage	
– be aware of	– plan	
	– offer	
	– demonstrate	
	– promote	
	– use	
	– collaborate	
	– develop	