

5 Must-Have For Building A Hybrid Workplace

*Your guide to building a next-gen
office space*

Introduction

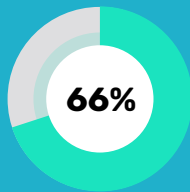
Over a year into the pandemic, the digital adoption curve is not slowing down, reflecting a clear shift toward the beginning of a long-term trend toward hybrid work. The shift to hybrid work will require a new operating model for every organization.

Companies must transform the way they perceive the workplace. HR, IT, and marketing departments will need to rethink how they empower employees.

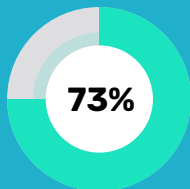
This guide will share some valuable insights on the key ingredients of building a vibrant and successful hybrid organization.

HYBRID WORK: The future of workplace

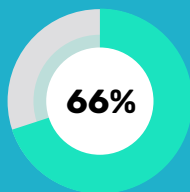
Employees now want best of the both worlds



Business leaders are planning for hybrid workplace



Employees prefer flexible work



Employees are looking to work in hybrid work environment

01

Build An 'Inclusive' Hybrid Room

Business leaders need to get their work environments in order if they want employees to give their best. **The physical, digital, and cultural environments must all match up to facilitate inclusivity.** Failing to do so will result in subpar results. And for hybrid work to be truly equitable, it would have to be viable in both practice and theory.

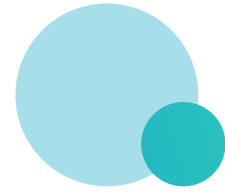
Meeting spaces would need to become more inclusive for remote and in-person participants.

PRO

TIP

While designing a hybrid workspace, avoid thinking just in terms of rigid cubicles & corner spots. Instead, start thinking of more fluid office spaces that address the needs of both remote and 'in-office' workers.

02



Make Content Sharing Fluid And Seamless

Collaboration is the first casualty in the hybrid work model, and this particular aspect should be of the highest priority to deal with. The focus should be on selecting technology having powerful coauthoring and cocreating features.

Participants should be able to share their screens and annotate content and information in real-time meeting sessions seamlessly. They should be able to raise hands, chat together and comment together—all in real-time.

PRO

TIP

While selecting a virtual collaboration technology, ensure it has powerful collaboration and engagement features like screen sharing, annotations, group chat & private chat. Live captions & transcription, raised hands, live reactions can turn meeting sessions more immersive and engaging.



03

Reimagine Whiteboarding For a 'New Normal'

Whiteboards have long been essential for collaborative work, from the in-person meetings that give birth to ideas to the on-the-fly.

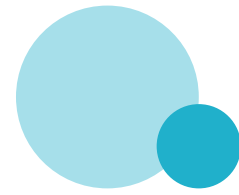
However, remote workers are often left out of these whiteboarding discussions.

PRO

TIP

Select a meeting room technology that offers an engaging whiteboarding experience to facilitate free-flow brainstorming for 'in-office' and remote staff.

04



Empower Employees to Foster Connections

Informal relationships with co-workers have been one of the biggest casualties of the pandemic. Capturing the freewheeling nature of these informal gatherings is crucial for the success of the new hybrid future.

The loss of a physical workspace can negatively impact employees' mental health, leading to productivity-robbing isolation. But virtual chat rooms or breakout rooms can allow for in-house and remote workers to have more informal gatherings so that office mates are never too far away—even for those who work from home.

Chatrooms, or breakout rooms as they're called, are small group gatherings meant to facilitate lively conversation and brainstorming sessions. With Microsoft Teams, such breakout rooms can be created by meeting organizers.





04

Empower Employees to Foster Connections

PRO

TIP

Though breakout rooms are a standard feature in virtual meeting tools, there can be significant differences in the engagement experience they offer. For example, Microsoft Teams provides a breakout room feature that makes conferences more focused and efficient.

The two significant benefits of breakout rooms in Teams are Microsoft's 'Together Mode' facility and its integration with Office 365.

| Together Mode places your avatar at the heart of the virtual room you're in, encouraging you to interact with the other participants and supporting presenters who need to keep an eye on the audience.

| As Teams is integrated with Microsoft 365, participants can share files or collaborate in the chat rooms using Word, Excel, PowerPoint, Outlook, OneDrive, SharePoint, etc.



05

Focus on Project Management Solutions

Hybrid workplace technology is not just about communication and collaboration; it's also about project management.

Project management solutions provide a platform for performance tracking, allowing you to keep employees in the loop about the project's status. The problem with most video collaboration tools available in the market is that they lack project management options and require third-party project management tools.

PRO

TIP

Select a full-stack hybrid tech provider like Microsoft that offers end-to-end hybrid work solutions, including project management. For instance, by integrating Teams with Microsoft Project, you can stay organized and keep in charge of projects like a boss.



Final Words

Workplaces that straddle between virtual and traditional office settings can be tricky to pull off. The five points discussed above will go a long way if you really want your hybrid workplace to work.

Interested in building the next-gen workplace?
Why not schedule a short call!

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About The Cloud Factory

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