

#### 1. Give an assessment (3 minutes)

00:00 00:07

Next up video

The assessment takes place on two levels: for tangible subjects, e.g. the "forum", and for emotional (being) subjects, e.g. the "forum". On each level, all the participants have a blue dot to show where they think current collaboration is and then to put a green dot on their desired position. The assessments should be done quickly, based on gut instinct.



1. Tangible themes

#### Examples of emotional (being) themes:

- Managing conflict
- Building relationships, e.g. with new colleagues
- Team-building

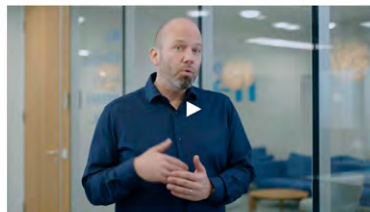
#### Leading the workshop

When you moderate a workshop, you are dealing with people with different levels of knowledge, interests and expectations. Your role is to orchestrate these individual characteristics so that everyone can contribute something to the group's outcomes. It is essential for the moderator to be neutral and to keep the group process at arm's length.

#### Your most important task:

You are a referee, ensuring that people stick to the rules, treat each other fairly and stick on track and on time, giving everyone a chance to speak.

You will also need to mediate if any misunderstandings arise. Watch this video:



#### Prerequisites for Hybrid Collaboration

#### How "hybrid-ready" is your team?

Think about different aspects of hybrid collaboration as you answer the questions below:

EFFECTIVENESS COLLECTIVITY BELONGING DEALING WITH MISDEEDS TRANSPARENCY ALLOCATING WORK

Managers and other team members wonder whether individuals in the team actually do any work when they're working from home. How effective are employees when they are in an office in the home?

- ☐ None. Employees working from home can be much more focused and are less distracted by what is going on around them.
- ☐ Less. Some employees use the opportunity to take care of household and arrange private matters.
- ☐ It depends on the person and the working environment.

e-learning

# Team Workshop Hybrid Collaboration

Do you think your team can improve its approach to hybrid? Have you taken the time to sit down with your team and define how to do hybrid? No? Now is the time! Do a workshop with your team. This e-learning will explain how the workshop runs and provides all of the materials you need to prepare and follow up. You will be guided step-by-step through the workshop, in which you and your team will work out what perfect hybrid collaboration looks like for you. The guide also gives pointers to your role as a manager in this process. With an initial analysis of your current position and a path to guide you through the process, you can direct and observe your development. Give it a try!

Booking Number: **34211**

Group of participants:

All levels of management as well project managers and decision-makers who want to lead their team to a new, optimised approach to hybrid.

Duration: **approx. 1,5 hours**

Language:

Unit price:

€ 49,- zzgl. MwSt. | € 58,31 inkl. MwSt.

Package prices from 50 licenses on request

## Learning objectives

- ✓ You will reflect on and assess your attitude to hybrid.
- ✓ You will be able to lead a team workshop on hybrid collaboration.
- ✓ You and your team can follow the guide to work out how hybrid collaboration should look for you, and how you want to implement this together.
- ✓ You will be able to lead a review workshop a few weeks after the team workshop.
- ✓ You and your team will be able to use the guide to reflect on your decisions at the first workshop, evaluate them, make any adjustments and continue with the implementation.
- ✓ You will be well prepared to lead your team before, during and after the team workshop.

## Contents

What will you learn in this e-learning course?

Prerequisites for Hybrid Collaboration

Preparation for the team workshop

Staging the team workshop

Between the workshops

Staging the review workshop

What have you learned in this e-learning course?

Template library



Information on the web

[www.haufe-akademie.de/34211](http://www.haufe-akademie.de/34211)



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