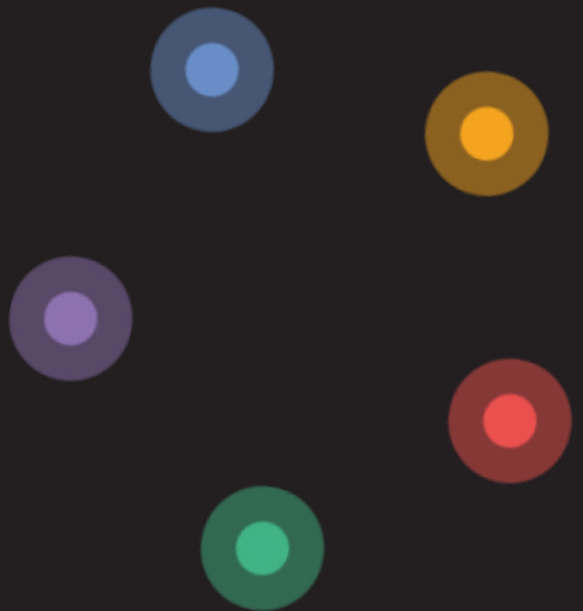


# Hybrid Workplace Checklist



## ASSESS EMPLOYEE SENTIMENT

- ☐ Run short and frequent company-wide pulse surveys to collect employee feedback.
- ☐ Ask employees how often they would like to come to the office, which tasks would be better suited to remote work and if they prefer hot desking or a fixed desk.

## POLICIES AND GUIDELINES

- ☐ Choose your hybrid work model (remote-first/flexible/majority in-office) based on survey feedback.
- ☐ Create a clear hybrid working policy, including attendance expectations and the reason behind these decisions.
- ☐ Communicate the policy to all employees, have a dedicated person or team to answer any questions about the new working model and ensure everyone is aware of the change.
- ☐ Develop guidelines for data security, confidentiality and health and safety policies for office work.
- ☐ Consult your legal team about hybrid work laws.

## UPGRADE TECHNOLOGY

- ☐ Provide employees with the necessary tools and equipment (e.g., laptops, monitors, headphones).
- ☐ Implement a centralised communication platform (e.g., Teams, Slack, or Zoom).
- ☐ Use cloud-based file storage and collaboration tools (e.g., Google Workspace, SharePoint).
- ☐ Ensure cybersecurity measures are in place.
- ☐ Implement a workplace booking system which has desk booking, meeting room booking, the ability to book workspace in advance, the visibility of employees in the office on a given day and more to suit your needs.

## CREATE A WORKSPACE THAT WORKS

- ☐ Install IoT sensors like occupancy sensors to gain data on foot traffic, desk bookings, and meeting room bookings to optimise the office for employees.
- ☐ Allocate quiet zones for focused work and collaboration areas for teamwork.
- ☐ Ensure there are areas for recreation and relaxation like kitchens, cafes, or lounges.
- ☐ Look at office pods and acoustic wall panels to boost productivity and privacy in the workplace.
- ☐ Regularly analyse data and assess trends to adapt office layouts based on usage patterns.

## EMPLOYEE WELL-BEING

- ☐ Offer mental health support and resources.
- ☐ Encourage work-life balance by setting boundaries around working hours.
- ☐ Regularly check in on employee well-being through surveys or meetings.
- ☐ Recognise and reward performance equitably for remote and in-office employees.
- ☐ Provide leadership training for managing hybrid teams and skill development for employees through online courses or workshops.

## CONTINUOUS IMPROVEMENT

- ☐ Regularly assess the effectiveness of hybrid work arrangements by gathering employee feedback through surveys, conducting performance reviews, and analysing productivity metrics.
- ☐ Adapt policies and technology based on feedback and evolving needs.
- ☐ Stay updated on hybrid work trends and best practices by following Spica and other industry leaders, subscribing to relevant newsletters, and engaging with professional communities.
- ☐ Communicate changes clearly and in a timely manner through emails, all-hands meetings, and team briefings, ensuring transparency and alignment.
- ☐ Define clear goals, deliverables, and KPIs for hybrid teams by collaborating with team members to align expectations, using project management tools for tracking progress, and revisiting objectives as needed.

**1-2-1 Interviews**  
Personal interviews provide a confidential space for employees to share. Find nuance in issues that might not surface in group settings.

**Surveys**  
Regular surveys are foundational tools for gathering employee feedback. Surveys can be distributed widely and analysed quantitatively.

**Focus Groups**  
Focus groups allow for in-depth discussions where you can uncover detailed insights and foster a sense of involvement among participants.

**Workplace Usage & Occupancy**  
Understand how employees use workspaces with tools like GemEx. Track workspace utilisation & occupancy, to help optimise the physical environment.



**Turnover Rates**  
You can calculate this percentage by dividing the number of employees who left by the average number of employees, then multiplying by 100.



**Feedback Monitoring Tech**  
Innovative tools like AI-powered Audiem can ID employee feedback trending topics. These platforms can ID trends and issues as they arise.



**Employee Net Promoter Scores (eNPS)**  
eNPS is a metric that gauges employee loyalty by asking how likely they are to recommend their workplace to others on a scale of 1 to 10.

**Employee Review Sites**  
Platforms like Glassdoor offer a wealth of information from current and former employees. Regularly reviewing these can provide invaluable outside perspective where feedback can be by anonymised.

