A Roadmap for HR Leaders to Enable a Productive, Safe and Inclusive Hybrid Workplace

TRAINING

Policies and Procedures to Empower your Workforce

Facilitated by
NINA FOUNTAIN
Workplace Strategist and Co-founder
Transformed Teams

Online → 20 & 27 Oct 2022, 10:30am – 2:30pm

PUBLIC SECTOR NETWORK

Certified B Corporation

Policies and Procedures to Empower your Workforce

Hybrid and Flexible working is not a new concept and has been slowly gaining credence until the pandemic accelerated and intensified these practices. As we adapt towards Covid normal, hybrid working has become the norm – especially in the public sector. In fact it is an expectation as demonstrated by a recent survey, 45% of public servants would switch jobs or leave the public service without the opportunity to work from home.

As a HR and Organisational Development Leaders, you know that setting up hybrid and flexible work policies and practices is a complex exercise, with far reaching consequences. You are faced with several challenges as you look to embed and normalise hybrid working and establishing a clear roadmap.

This 8-hour training course has been developed specifically for HR and Organisational Development Leaders tasked with adopting hybrid and flexible working policies and practices for the public sector. Some of the topics it will address include:

- Boosting Productivity and Engagement of a Hybrid Workforce
- Empowering Line-Managers to Better Lead Hybrid Teams
- Redefining KPIs and the Employee Value Proposition for Hybrid and Flexible Working
- Ensuring a Safe and Inclusive Workplace
- Understanding the Psycho-Social implications of hybrid and flexible working

Through an innovative mix of presentations, interactive group discussion and expert feedback, you will leave this course with actionable insights on redesigning work, adapting KPIs and management, improving onboarding and retention, addressing inclusivity and translating your workplace culture to a hybrid working model.

Not Just a Training Session

- **Learn how** to upgrade policies and practice to optimise your workforce

- **Understand how** to navigate the complexities of managing a hybrid and flexible workforce

- **Hands on 8-hour intensive:** You will learn by doing and leave with actionable insights on redesigning work, adapting KPIs and management, improving onboarding and retention, addressing inclusivity and translating your workplace culture to a hybrid working model.

Who Attends

This course is designed for HR and Organisational Development professionals in Public Sector Departments, Agencies and Councils from Federal, State and Local Government Councils who have been tasked with updating policies, practice and procedures for a Hybrid workforce including:

- **HR:** Directors, Managers, Leads, Project Managers and Business Partners

- **Organisational Development:** Directors, Managers, Leads, Project Managers

- **Capability:** Directors, Managers, Leads, Project Managers

- **Inclusion and Diversity:** Directors, Managers, Leads

Meet Your Facilitator

NINA FOUNTAIN
Workplace Strategist and Co-founder
Transformed Teams

Nina Fountain works with visionary leaders with responsibility for 250 people or more, to unlock their hybrid workplace potential. She achieves this through working with leadership teams to define and implement their hybrid workplace.

Nina has been at the cutting edge of remote and flexible workplaces since 2011, when she led the Australian Government's strategy and implementation team focused on doubling the number of people who worked from home. Nina has specialised in management consulting for flexible and remote work styles. She wrote the leading practice framework for creating a flexible and hybrid workplace.

Nina is based in Wellington, New Zealand and consults to organisations across New Zealand and Australia. Nina and her team at Transformed Teams are working to create inspirational workplaces for 50,000 people. Nina was recently a guest on The AM Show, Chair of the Flexible and Agile Working Summit and guest panellist for Chorus at Techweek.

Preparation

This workshop is highly interactive with group activities and discussions throughout. Come prepared with some current challenges you are facing in your organisation.

- To participate you'll need:
- A computer with camera and microphone
- Strong internet connection
- Quiet, well-lit space
- Current challenges you are facing

CLICK HERE TO REGISTER

Explore the Agenda

Module One – Evaluation and Stakeholder Engagement

10:30am **PSN Welcome**

10:35am **Training Overview, Objectives and Outcomes**

10:45am **Ice-breaker and Meet and Greet**

11:00am **Updating your Policies and Procedures for Hybrid Working**
- Mapping your current hybrid workforce ecosystem
- Evaluating your current policies and procedures
- Identifying the gaps that presently exist

11:45am **Kick Starting a Roadmap to Empower and Enable your Hybrid Workforce**
- Identifying and engaging your key stakeholders
- Understanding the key pain points that hybrid working presents to them
- Workshopping solutions to overcome these gaps

12:40pm **Break**
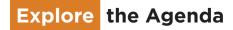
Module Two – Risks of Hybrid Working

1:10pm **Understanding the Risks of Hybrid Working**
- Outlining and understanding the risks of hybrid working
- Identifying and mapping out the key risk profile
- Incorporating measures and a checklist to address and prevent these risks

1.55pm **Investigating the OHS and Psycho-Social Impact of Hybrid Working**
- Discussing the biggest OHS and psycho-social risks of hybrid working
- What are the most common challenges to OHS and mental health
- Key strategies to ensure a safe workplace

2:00pm **Closing remarks from the Trainer and end of Day 1**

Module Three – Rethinking Work and KPIs for Hybrid Working

10:30am   **Welcome and recap**

10:45am   **Re-Designing Work to Optimise Productivity of a Hybrid Workforce**
- Understanding the challenges of hybrid working on productivity
- Identifying workplace practices that should change to enable higher productivity for the workforce
- Addressing the pain-points of hybrid working and strategies to overcome them

11:30am   **Setting up Individual KPI Assessments for Success in a Hybrid Environment**
- How to encourage and enable transformational work in the hybrid workforce
- Exploring and identifying the tools to enable managers to better lead a hybrid and flexible workforce
- Re-thinking and re-designing KPIs and Organisational Development for hybrid working

12:15pm   **Break**

Module Four – Onboarding & Retention and Culture

12:45pm   **The Challenges of Onboarding and Retaining a Hybrid Workforce**
- What are the challenges of onboarding and retaining a hybrid workforce
- Creating and setting in place strategies to improve organisational development for hybrid retention and onboarding
- Tips and strategies that have worked and how how you can implement in your own workplaces

1:30pm   **Re-Thinking Workplace Culture and Enabling Hybrid Teams**
- Discussing practices and exercises to boost workplace engagement and embed a safe and inclusive culture
- Assessing inclusiveness of your hybrid working practices
- Creating an environment where people can thrive and teams succeed

2:30pm   **Closing Remarks from Trainer and End of Day 2**

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