Work In sync

A PRIMER ON HYBRID WORKPLACES

Everything You Need to Set Up One

INTRODUCTION

As we speak, Pfizer is distributing the COVID-19 vaccines. SpaceX launched astronauts to ISS for the second time. We have an insight into the “Fabulous Lives of the Bollywood Wives. And **77% of Indians** are done with remote working.

With the availability of a vaccine in sight, does our chances of resuming office increase? Well, yes and no.

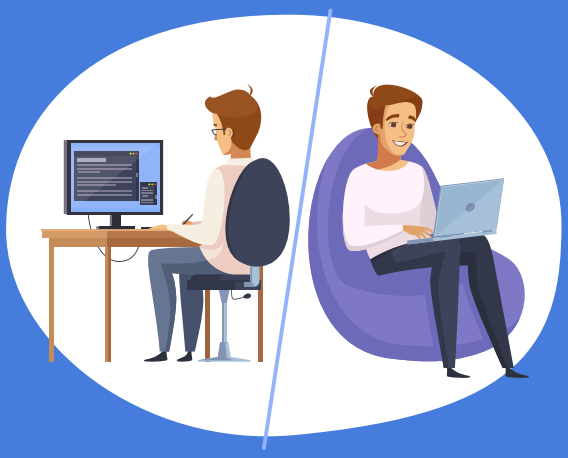
While the majority have already started returning to the office, there are some who might opt for indefinite remote working. This gives rise to the concept of hybrid workplaces!

Don’t worry, we won’t start with “What are Hybrid Workplaces”! Too much has already been said about it 🙂

But the hybrid workplace model adopted can vary across organizations. How do you know which hybrid workplace model suits your workplace the best? We have got you covered.

> *“Technology now allows people to connect anytime, anywhere, to anyone in the world, from almost any device. This is dramatically changing the way people work, facilitating 24/7 collaboration with colleagues who are dispersed across time zones, countries, and continents.”*
>
> **— Michael Dell, CEO, Dell Technologies**

TYPES OF HYBRID WORKPLACE



Alternating on-site:

In this model, 25% to 50% of employees visit on-site on alternate days or weeks for collaboration within and/or across functions. This is the most common one and is being adapted at large.

On-site on-demand:

50% to 75% of employees in this model go to the office only on designated days. To make this model effective, organizations have assigned days to each team. Effective to the “e”!

Connected remote:

90% to 95% of employees in this model come to the office once a month for affiliation or other purposes. Wait, that’s what most of us have been doing ever since Unlock 1.0!

Work from Anywhere:

In this model, 100% of employees have no requirement to come to the office. Complete remote working. Hello pajamas!

WHAT YOU NEED TO ESTABLISH A HYBRID WORKPLACE?

Identifying employees eligible and ready to work from the office

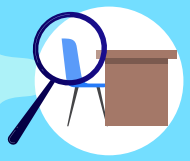
Scheduling mechanism to enable employee rotation between onsite and remote work

Real-time update on whether employees are working in formals or in pajamas

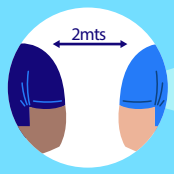
Ensuring that employees wear masks ALL THE TIME! (No Mask, No Entry!)

Enabling employees to book office assets like parking, desks, meeting rooms, the cafeteria on demand

Contactless access management to the office



Floor plan based **flexi-desking** to prevent playing musical chair every day



Adhering to social distancing norms in all common areas

Regular sanitization of desks, equipment, and all common areas (Safe Office, Happy Employees!)

Tracking utilization levels of office assets for future optimization

Coordinating multiple teams (HR, Facilities, Business etc.) to implement hybrid workplace policy

Carrying out the above-mentioned activities without making remote employees feel left out

IS YOUR ORGANIZATION PLANNING TO CREATE A HYBRID WORKPLACE?

THEN, WORKINSYNC IS EVERYTHING YOU NEED.

To know more about our product and the bundle of features we offer

visit our website www.workinsync.io
or
write to us at hello@workinsync.io

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