

DIALOGUE TOOL:

**Take stock of working
methods and collaboration
in hybrid work**

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This tool has been designed for use at a staff or team meeting at which you wish to take stock of the new flexible and hybrid working methods that has increased in the aftermath of the COVID-19 crisis. The tool will help you start an important dialogue that can provide input to changing some of your working/collaboration methods, if necessary. You can use the tool when you want to take stock of/evaluate your working methods and collaboration.

The tool can be used either in a joint discussion in the team/department or in groups of 3-6 participants with a subsequent plenary session. You can also send out the questions in advance and let people reflect upon them individually as preparation.

The tool can be used separately or in combination with [*Dilemmas in flexible and hybrid work*](#) and [*Needs, expectations, requirements and agreements in flexible and hybrid work*](#)

Follow these steps when using the tool:

Before the meeting:

1. The manager or the persons organising the meeting review the tool in depth (see the following pages) and perhaps adjust the discussion questions to suit your workplace/situation.
2. Prepare material for group work: Copy the tool on the next page into a slide show and start the discussion from there, print it as a handout for the groups or for each participant.

3. Perhaps send the questions to the participants in advance, so that they have time to think about them before the meeting.

At the actual meeting:

Present the task to all participants (perhaps using slides)

1. Divide the participants into smaller groups (of 3-6 participants) and give them handouts with the tool for group work.
2. Have a joint discussion or let the groups work with the tool for 40-55 minutes.
3. If you have worked in groups: Hold a plenary session, in which all groups report back, and you agree on the next step.

Time in total for the meeting: around 60 minutes.

See the tool for group work on the next page.

DIALOGUE TOOL – IN THE DEPARTMENT/TEAM:

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Discuss the following questions together or in groups of 3-6 participants (around 40 minutes):

- What is **the situation** right now in our team/department in relation to attendance/flexibility and new forms of work/collaboration?
- What has been **the best thing** about returning to work again (after periods of lockdown)?
- What have we **gained** from our new form of work?
- What has been most difficult?/What are our challenges?
- What is our experience with **working together** in hybrid/flexible working structures?

Recap (15-20 minutes) – either in plenum or in groups:

- On the basis of the discussion above: What do we need to focus on in the coming period with regard to working methods and collaboration?
- What are the next steps and who is responsible for what?
- When will we take stock of the situation again?

