



Hybrid working

Like so many other people, you may well have worked from home in the past year. If so, you may also find that you have come to expect more flexibility in your working life. Many companies are now changing their work structure to a hybrid model that is more flexible and gives employees more influence on the timing and place of their work.

With a hybrid model, we are more in charge of designing our working day ourselves to achieve a better work-life balance.

But with freedom come potential pitfalls, the need for self-discipline and new ways of teamworking.

You will find below our best tips on how you can get the most out of the hybrid opportunities. Our recommendations were made in collaboration with Hybridledelse.dk, which teaches and advises on how to get the most out of a flexible working life.



1. Establish clear lines between work and leisure

When you work from home, there is a risk that the lines between work and leisure become blurred. It is nice to have flexibility, but it can also be hazardous if you lose the ability to recharge your batteries. We recommend that you establish a fixed work structure, and that you stick to your scheduled working hours. Going for a walk after work may be a good way for you to mentally end your working day.



2. How is the task best solved?

Where a task requires full concentration, working from home is a good solution for many employees. For other tasks, such as development and innovation tasks, it may be far more effective to work together physically. Consider what tasks you can best solve while working from home, and what tasks are suited to being solved in teamwork with your colleagues in the office. You can align this with your manager.



3. When are you successful?

When the team works in a hybrid model, your manager may sometimes seem more distant. It may therefore be a good idea to ask your manager about how you are expected to prioritise tasks, criteria for success, working hours and place of work. Make your work visible to your manager and request more frequent follow-ups than previously if you feel you need this. Be honest, also about the things you are struggling with.



4. Be attentive during meetings

When you hold meetings where some employees participate remotely while others are physically present, the hybrid teamwork is put to the test. If you are physically present in the meeting room, remember to include your colleagues who are working from home. Make sure to arrange yourself so that the screen is a natural part of the meeting table and remember to pause during the meeting to include the employees who are participating remotely. If you are participating remotely yourself, make sure to be mentally present in the meeting. If you read emails or work on other tasks during the meeting, you cannot expect others to remember to include you.



5. Be a good colleague and remember to include everyone

If you are the colleague who is physically present in the office, you can make a huge difference to your colleagues working from home. If you continue discussing a topic from a meeting at the coffee machine, remember to update your colleagues afterwards.



6. Be extra attentive towards new colleagues

It is often difficult to be the new person in the office, and it is certainly no easier when we work from different locations and at different hours. Where, previously, it would be natural to invite a new colleague for coffee or to lunch – this may not be as easy as it used to be. We therefore recommend that you focus even more on onboarding and inclusion of new colleagues. In the beginning, you may need to be present in the office more and spend extra time on informal topics during your weekly team meeting. Make sure to form a strong bond with your new colleague to strengthen the cohesion of your team and get new colleagues on board faster.



7. Remember to prioritise informal conversations

Informal conversations are never a waste of time. They are how you get to know your colleagues better, become better at communicating and prevent potential future conflicts. Prioritise informal conversations, also when you work from home. It may be a good idea to arrange scheduled social interaction.