Performance Management
Hybrid Workplace Tips for
Leadership

Many workplaces are transitioning to a hybrid environment (in-office, remote, telework). Here are some tips for driving high levels of performance and engagement:

Self Management

- Properly manage your time to include planning, work, and preparation for organized and productive meetings
- Demonstrating a healthy work/life balance (e.g. not scheduling meetings during lunch, using annual leave, etc.) will empower employees to emulate your positive work/life behaviors — leading to higher productivity and increased employee wellbeing

Communication

- Host Q&A sessions at the end of Town Hall meetings or through agency intranet/forum pages
- Encourage Office Hours for management and employees to address concerns
- Be open and receptive to feedback from those trusted partners within your organization

Delegation and Autonomy

- Trust is garnered when senior leaders "widen their circle of decision makers;" Delegate downward and collaborate with others to allow for natural professional development and increase your capacity to handle challenges
- Clearly state expectations, highlighting strategic alignment, then allow for autonomy to garner bidirectional trust

People Focused Management

- Get away from the mindset of management by observation; Focus on the *what* and *how* of work achievement instead of *where* or *when*
- Allow for collaboration and encourage cross training for employee development and natural succession planning
- Do analysis to ensure all employees are fairly evaluated, receive timely feedback, have access to the same opportunities, and have all resources required for success

Use Resources and Train

- Leverage technology to fill gaps in communication and collaboration
- Seek out free training and resources from other Federal agencies, job-specific associations (SHRM, CFO Councils, Leadership Council), and local universities or partners
- Utilize internal SMEs to host agency-wide training sessions to increase knowledge and accountability for managers and employees

Develop Agile Culture and Hybrid Workplace

- Plan your transition to a hybrid office (tech-ready to enable meetings that smoothly join in-office and remote workers)
- Update policies/practices/training to incorporate flexibilities (Telework, Remote Management, IT Systems, Security)
- Develop strategies to maintain resiliency for future uncertainty and a changing workplace