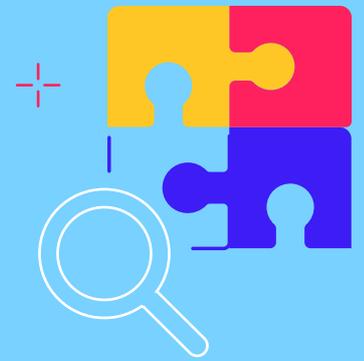


Future of Work: Make Way for Hybrid Work!



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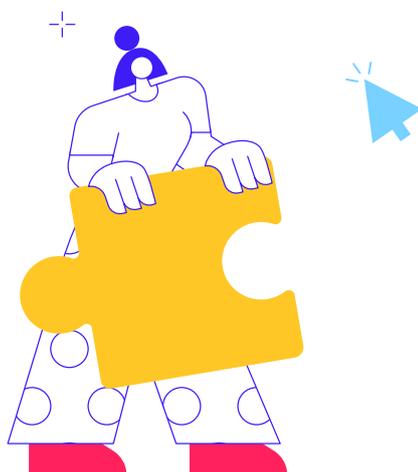
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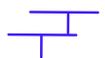
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For many months now, employees have been juggling more and more between face-to-face work and teleworking. For those who know how to take advantage of it, this **hybrid work model** presents many opportunities for both the employee and the company. However, its implementation requires rethinking the way the organization operates and processes—both at HR level and at the management and IT department level. So how do you get started?



This ebook answers several questions in detail:

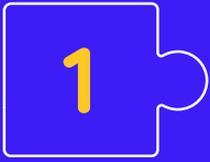
What are the challenges and benefits of hybrid work?

What best practices should be adopted by human resources, management, the IT department and employees?

What tools should be put in place to work efficiently in hybrid mode?

Get ready for a complete overview!





Hybrid work: definition

Definition

Combining office and remote work, hybrid work is now THE way to work in the modern era. Although it's been around for several years, the global COVID pandemic and ensuing lockdown in the summer of 2020 were what launched it full speed.

Hybrid work is also greatly appreciated by employees: Indeed, 70% of them would already like to adopt it in a sustainable way.¹



Also read

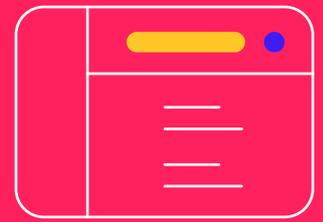


**[Expert Opinion] Bertrand Duperrin:
[Toward a Hybrid Work Model](#)**

Today, each organization tends to set up its own hybrid work model. In some companies, teleworking (from home or from a third place) is limited to one day a week. In others, the share of telework and office work is more balanced. Sometimes, the employee can even choose the pace he or she wants to adopt.

¹ [Reimagining Human Experience study from JLL \(2020\)](#)





New ways of working: a component of hybrid work

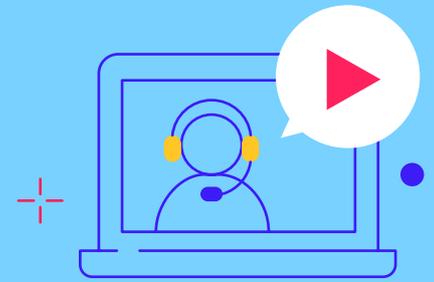
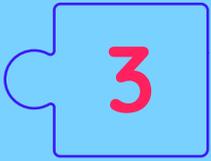
Hybrid work can be combined with other working modes such as **flex office, co-working, digital nomadism, smart office** or **the digital workplace**. Hybrid employees therefore don't necessarily have their own offices on company premises. Their space and working hours are more flexible than those of an employee working only on site, which can help them be more productive. Indeed, according to a [2020 study from CBRE](#), 52% of employees report feeling more productive when working remotely.

In addition to gains in productivity, new ways of working are also a good way for the company to improve the employee experience and **attract and retain more talent**. According to a Gallup survey, 54% of office employees would be willing to leave their company for a position with flexible work hours. This is a need that several new work methods combined can meet.

Also read

[New Ways of Working: Why and How to Adopt Them?](#)



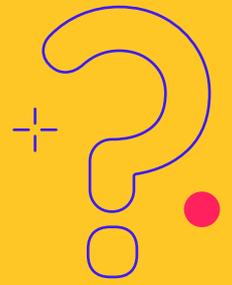


The rise of the phygital experience

This hybrid way of working implies **connecting the physical and digital workspaces**: this is what we call phygital work. Since the 2000s, the phygital concept has been used in retail to designate a seamless shopping experience between the store and the e-commerce site. Used today in the professional sphere, this neologism testifies to the need to operate with more agility.

In the world of work, “phygital” means the possibility of **working in the same way, whether one is physically present or remote** (thanks to digital technologies). Phygital is therefore a concept that fits perfectly with hybrid work and facilitates collaborative work between teams, whether remote or on site.





The challenges of hybrid work

To open yourself up to a hybrid work model, it is necessary to take into account several challenges:



Access to information

Facilitating access to information is one of the key challenges of hybrid organizations. Indeed, if information is not sufficiently organized, employees may have difficulty accessing it, resulting in wasted time, wrong decisions, and misunderstandings between colleagues.

To work in good conditions, employees must be able to **share and access all the information** they may need, regardless of its source. A challenge that can be addressed by an enterprise social network.

Communication

Communicating as a team is often more difficult when the team is in part or at times remote. Indeed, exchanges are often less spontaneous—even less frequent—when the team is scattered across different locations. Whether formal or informal, **interactions must therefore be more organized in a hybrid work mode**.

In addition, a hybrid team cannot rely solely on oral communication. It must develop a **written culture** to ensure that information and decisions are shared by all employees, whether or not they have attended a specific meeting.



4

The challenges of hybrid work

Management

As you can understand, managing a hybrid team is more complicated than managing a team you see every day. Indeed, it is no longer possible to evaluate each employee's work according to the time he or she spent on a task. This is why we are witnessing the rise of a **results-based culture**, which emphasizes the work accomplished and the resulting deliverables.

To keep his or her teams motivated and committed, the manager must **organize meetings more regularly** with each of his collaborators, and give priority to live communication modes (for example: chat rather than e-mail, and videoconferencing rather than telephone) in order to make communication more fluid. Of course, these exchanges should not be limited to one meeting per week. Collaborating remotely means **maintaining close contact** with your teams, even if it's just to ask how they are doing, or to check if they need help with a specific project. Regular communication is the way to go.



IT security

According to a study by the consulting firm Frost & Sullivan, more than 80% of employees admit to using IT solutions without the agreement of their IT department. This phenomenon, also known as **shadow IT**, can have serious consequences for companies: according to Gartner, one third of all IT attacks in 2020 will result from it.

Also read



[Shadow IT: The Sword of Damocles Hanging over Companies](#)

When employees work remotely, these shadow IT practices tend to intensify, which can increase cyber security risks. It is therefore the responsibility of the IT department to ensure that employees have everything they need to **work efficiently and securely**, no matter where they are.



4

The challenges of hybrid work



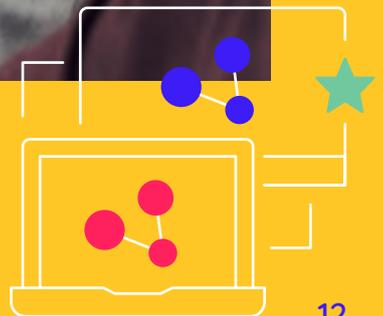
The employee experience

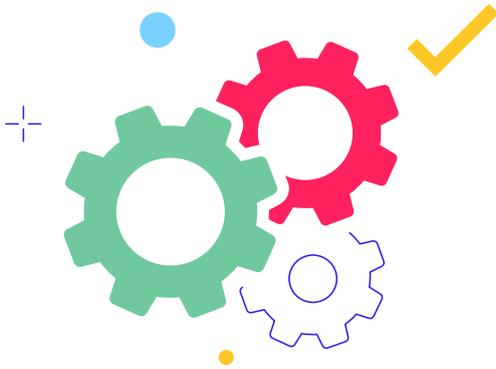
Because of its flexible nature, hybrid work also tends to **blur boundaries between work and private life**. The risk here is that employees may lose motivation, find themselves isolated, or even feel compelled to be available 24 hours a day.

The company must therefore attach particular importance to each stage of the employee experience, and this especially includes **integration and follow-up**. For example, a support system can be set up for employees who feel the need, regardless of their level of seniority.

Also read

[The Employee Experience: Chatbots at the Service of Employees](#)





Cohesion

Keeping in touch with colleagues is not always easy for hybrid workers. According to a Malakoff Humanis study carried out in 2020, 40% of teleworkers notice a **deterioration of the quality of their relationships** with coworkers.

An employee who cannot see his colleagues every day is therefore more likely to find himself or herself isolated than an employee who shows up at the office every day.

According to the 2020 State of Remote Work study from Buffer, 20% of remote workers struggle with loneliness. This lack of human contact can lead to a loss of cohesion within the team, as well as a drop in motivation. To prevent this risk, communication is of course essential, both on the employee and company sides. Fostering the **creation of links** between employees is therefore a key issue for companies, as is strengthening the proximity between managers and their teams.



The importance of informal exchanges

When a company switches to a hybrid working model, **informal exchanges may tend to disappear**. Human resources and management must therefore do their utmost to recreate this type of communication remotely, for example by setting up team building initiatives.

Face-to-face interactions should not be neglected either, as it is essential for building relationships between employees. The challenge is to find the right balance between physical and virtual activities.

Business culture

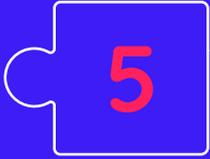
The ultimate challenge in this change in working methods is **maintaining a unified business culture**. Little by little, we risk seeing the emergence of two different business cultures: the office culture and the virtual one.

To avoid these drifts, the company must break down organizational silos and encourage regular interaction among employees, and in an organized way. For example, it can bring all employees together on a collaborative platform to facilitate exchanges between employees working at the office and remotely.

Also read

[5 Best Practices for Keeping Your Company Culture Alive While Working Remotely](#)





The benefits of hybrid work

Despite the many challenges mentioned above, hybrid working has many advantages, both for companies and their employees.

For companies

Cut business costs

One of the main benefits of adopting a hybrid work model is related to the **reduction of property costs**. In fact, letting employees work remotely for part of their time reduces costs related to workspaces by reducing occupancy or by sharing these spaces with other companies (therefore less occupied).

In addition, implementing a more suitable work method for your employees helps to **reduce turnover and therefore costs related to employee recruitment** and integration. This cost can fall between 15 and 25% of a new recruit's gross annual salary.

Reduce absenteeism

Each year, workers in the U.S. miss more than half a billion work days, which according to the Bureau of Labor Statistics results in financial losses of 40 billion USD per year. However, when we look at the data on hybrid workers, absenteeism is much less prevalent. According to BVA's barometer for Réhalto - WPO in 2020, **employees who can telework occasionally would be four times less absent** than those who cannot. Fostering a more flexible way to work can therefore be an effective solution to **reducing absenteeism**.

Beyond absenteeism, hybrid work can also reduce **presenteeism**: employees who are "too present" at work when their state of health shouldn't allow it. According to the American Productivity Audit survey, this phenomenon is costing the United States more than \$150 billion per year.



5

The benefits of hybrid work



Enhance the employee experience

Hybrid working also enhances the **employee experience**. Indeed, employees today are increasingly **phygital**, meaning they work from different locations (office, home, third location), on different devices (PC, smartphone, tablet), and sometimes benefit from this flexibility to manage the constraints of their personal life without impacting their professional one.

Also read



Phygital Work, a New Challenge for the Employee Experience

By letting employees work remotely, you meet this growing need for **flexibility**, thereby contributing to your employees' well-being.

Attract and retain talent

According to a Bpifrance Le Lab survey, 83% of all SMEs and middle-market companies encounter difficulties in recruiting talent, and 42% find employee retention difficult. Being open to innovative work methods allows you to **overcome these recruitment problems and limit turnover** by attracting more talent.

According to a Gallup survey, 54% of office employees would be willing to leave their company for a position offering flexible work hours. Allowing your employees to telecommute from time to time will significantly improve your company's **attractiveness**, which in turn makes it easier to recruit and retain talent.

Boost productivity

Finally, companies can **achieve productivity gains**. This is already proven: teleworking makes employees more productive. A study conducted by the company Ctrip among 1,000 employees shows that teleworking increases individual productivity by 13%. This is partly owed to reduced commuting time, but also to increased concentration due to fewer interruptions during the day.

Likewise, on the tools side, the digital workplace improves efficiency at work since it consolidates all business applications in one place, circumventing the need for employees to juggle between different tools.

Also read



Why Does the Digital Workplace Improve the Productivity of your Employees?





The benefits of hybrid work

For employees



Increased flexibility and autonomy



In the US, the ability to have a flexible schedule and work from anywhere is seen as the biggest benefit of remote work for 60% of employees.² Thanks to this increased flexibility, employees can organize their time and manage their personal constraints more easily.

Hybrid work also tends to empower employees and **grant them more autonomy** — an advantage cited by 88% of employees [in this Malakoff Humanis study](#). [According to an American study on QWL](#), autonomy is an essential component of well-being while at work.

² [2020 State of Remote Work by Buffer](#)



5

The benefits of hybrid work

Better concentration

At the office, employees easily get distracted: some colleagues may ask questions while others are working, and others may come chat and prevent us from concentrating, or offer to go have another cup of coffee... On average, an **executive gets interrupted every 12 minutes at work**.³ However, according to a study by Gloria Mark, employees need about 23 minutes to refocus on work after being interrupted.

In such conditions, it's not always easy to be effective.

Conversely, **the hybrid worker has more choice in terms of his workspace** and can choose to settle in a space where he can more easily concentrate.

Saving time

In addition, working from home or in a third location such as a country house or a co-working space can **reduce**—even eliminate—**commuting** time, which is more than one hour a day on average.⁴ This time saving allows employees to suffer from less stress and become more efficient in their work.



A better QWL

Based on a study by Owl Labs, **employees who work remotely are 22% happier on average** than their counterparts who spend that time at the office. In addition, the latter say they have a better work-life balance, are more focused, and less stressed. Hybrid working is thus a good way to improve the **quality of work life** (QWL) of your employees.

Also read

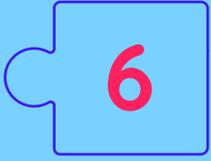


**Changing Work Modes:
What Role Does QWL Play?**

³ [2010 Sciforma study](#)

⁴ [BVA study for Salesforce on employee mobility \(2018\)](#)





The risks of hybrid work

- **Hybrid work also involves several risks. Risks that can have serious consequences on the health of employees, and that should not be neglected.**

Physical risks

According to a May 2020 Malakoff Humanis study, 27% of French employees say that the sudden switch to telework caused by the March 2020 lockdown has had a negative impact on their physical health:

- 45% of them say that **their work posture has deteriorated**.
- 25% are seeing a deterioration in their eating habits.
- 33% mention degraded sleep.

A 2017 Eurofound report already exposed this, establishing that 42% of employees working remotely have **sleep problems**, compared to only 29% of employees working in an office.

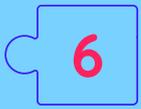
Telecommuting can also increase **sedentary time**. For Dr. Guy Mouyen, occupational physician for Orange, this would even be the “main risk.” Indeed, hybrid employees spend a large part of their time at home. As a result, if they don’t make the effort to go out regularly and play sports, they move around less on average than employees

who commute to the office every day. With an increased risk of **weight gain** and even **obesity**.

In addition, the hybrid worker often takes **fewer** (and often shorter) **breaks** than his or her co-workers on site, and works longer on average, which can lead to **visual fatigue**. In the end, according to a 2020 Airtasker study, teleworking employees work 1.4 days more per month than those working in a face-to-face environment.

“The problem with teleworking is that employees don’t disconnect enough from the virtual world. Some don’t necessarily respect breaks, and when they take a break, they often go and look at their cell phone or tablet,” explains Dr. Mihaela Izvoranu, Occupational Physician at Ciamt (Inter-company and Artisanal Center for Occupational Health).





The risks of hybrid work

Psychological risks

Social isolation

Social isolation is one of the greatest risks hybrid workers face. Indeed, according to a [2019 Buffer report](#), 19% of employees working remotely report it as their number one problem.

This isolation is not always related to the lack of interaction with colleagues, but rather to the **feeling of exclusion** that employees may feel. According to a [2020 Igloo study](#), almost 60% of all teleworkers say they don't have certain information because it was communicated in person. In addition, 55% report being excluded from meetings because they aren't physically present.

If the company doesn't make this **effort to be more inclusive**, the adoption of a hybrid work mode can thus have a negative impact on employees cohesion and motivation.

Presenteeism

According to an [Anact survey](#), 48% of employees felt they worked more than usual during lockdown—a phenomenon of **presenteeism** confirmed by [this Obergo survey](#), according to which 57% of employees work more when they are teleworking.

Longer working hours can be particularly explained by the reduction in travel time, which tends to be transformed into working time, but also by the **increase in remote meetings**.

Overwork

Highly mobile employees also have much **higher-than-average stress levels**, [this Eurofound report](#) found. For example, 41% of them say they are “very stressed,” compared to only 25% of those who do not work remotely. In addition, 42% of teleworkers (at home or on the move) report waking up several times a night (compared to 29% for those who do not telework).

Containment has even intensified this phenomenon. Overall, mental health and well-being has dropped a staggering 33 percent since the pandemic began, according to a [survey conducted by Hibob](#).

This observation was confirmed by Brigitte Vaudolon, a psychologist and occupational well-being coach, for whom the health crisis has increased employee anxiety. “During the lockdown, all the psychologists I supervised noticed an increase in calls on the hotlines. Many people reported being stressed, having trouble sleeping and disconnecting from their work.”

Also read

[\[Expert Opinion\] Brigitte Vaudolon: Psychosocial Risks Related to Remote Work](#)



In the long run, this emotional exhaustion can lead to **overwork**—even genuine burnout for employees. It's therefore essential that companies implement initiatives to [promote hybrid workers well-being](#).



Blurred boundaries between private and professional life

Communication and collaboration tools are increasingly used to facilitate remote teamwork. However, some collaborators may sometimes use them too much, sometimes even for non-work purposes. Indeed, 51% of teleworkers say they are **overwhelmed by non-work related messages** sent to applications such as Slack or Teams.⁵ To avoid this hyperconnection, the company must therefore define rules for using these tools so they don't encroach on employees' personal lives.

**Inadequate work environment and tools**

Not all employees are equal in the face of hybrid work. While some work quietly in a large house, others have to work in confined and sometimes noisy spaces. In fact, during the initial confinement from March to May 2020, more than one in three employees worked in an **unsuitable work environment**.⁶

*“Many teleworkers don't have **the right equipment and the right conditions** to work. Some work on an unsuitable sofa or chair—sometimes without so much as a table. As a result, they are poorly positioned in front of the screen, which increases the risk of musculoskeletal disorders, particularly tendinitis and pain in the neck and lumbar region,”* emphasizes Dr. Mihaela Izvoranu.

⁵ [“2020 State of the Digital Workplace” Igloo study](#)

⁶ [Anoct poll from May 2020 on “Constrained telework during lockdown”](#)



In addition to the work environment, **the tools provided are often inadequate**. For example, the intranet is used by many companies and is being used by fewer and fewer employees. According to the Igloo 2020 study, this **lack of interest for the intranet** is due to several factors:

- 47% of employees report that most of their co-workers do not use it.
- 39% say they encounter bugs frequently.
- 38% find the intranet difficult to use.
- 34% think their intranet is obsolete.

Thus, almost **80% of employees would like to completely reorganize their intranet** to include solutions that better meet their business needs. A figure that certainly explains why 62% of employees still use email to communicate and share documents.

Also read

[Tackling the Risks of Hybrid Work](#)





Hybrid work best practices

According to a study by the Adecco Group, almost 80% of the world's leaders believe that their company will now be organized according to a hybrid work model. To cope with this change, human resources, internal communication, management, the IT department, and employees themselves will have to change their work habits. Here are several good practices to adopt:

Best practices for HR and internal communication

Clarifying working conditions

Although you are not obliged to do so, we advise you to **formalize in writing** the hybrid work mode you wish to implement, for example by drawing up a teleworking charter. This will help you avoid misunderstandings or violations on the part of your employees.

This document will allow you to **clarify the following information**:

- the authorized teleworking frequency
- people who can adopt a hybrid work model
- places where employees can work (home, a co-working space, a holiday home, etc.)

- availability and disconnection times
- the equipment and tools available

Promoting the right to disconnect

According to an Ifop study, more than a third of employees work and/or answer their business e-mails outside of work hours. This **hyperconnection** can be amplified when teams work remotely. It is therefore important to remind hybrid employees that they, too, have the right to disconnect. This means that they are not obliged to be permanently connected.

In order to enforce this right to disconnect, the company can decide on the time slots during when the employee must be available, which will be included in the teleworking charter. In addition, you need to **raise awareness of this issue among employees**. For example, encourage them to communicate only during these hours, or to include in their e-mails a statement such as "If you receive this message outside your working hours, you are not required to respond immediately".



Redesigning the employee experience

Implementing a new way of working also requires you to **rethink the employee experience**: from recruitment to integration and retention.

- As soon as you start the recruitment process, **be clear about the working conditions**, and emphasize the fact that you are looking for someone who can work both remotely and in the office.
- In order to integrate your new recruit, assign him or her a **mentor** and make sure he or she can meet all team members, either physically or in a video conference meeting.
- Once the employee has been integrated, stay tuned to his or her needs and encourage him or her to **give you feedback**, for example through surveys.

Also read



[How to Successfully Onboard New Recruits Remotely?](#)



Developing cohesion

When you change organizational models, the corporate culture can quickly metamorphose as well. In order to continue **uniting employees** and generating engagement remotely, internal communication must regularly share a variety of content: company news, new products or an employee's success story. In addition, you need to **organize events** (both physical and virtual) where all teams can discuss something other than work.



Fostering inclusion

It's also the company's responsibility to **maintain an inclusive work environment**, where teams do not feel they're "missing out" on something because they're not in the office. To foster this inclusion, it's important to think about how current traditions and modes of exchange can be adapted to hybrid work. For example, if employees used to get together for a drink every Thursday, you can organize an equivalent informal event by video conference.





Hybrid work best practices



Reinventing exchanges

This transition period is also an opportunity to **set up new modes of interaction**. On your internal social network, dedicated groups can then be created to discuss upcoming outings, or even to exchange on different interests (food, culture, sports, etc.). You can also encourage employees to suggest other activities.

Best practices for management

Developing your skills

According to the Adecco study, 75% of all employees believe the most important soft skill of hybrid managers is the ability to **trust their team**. This is followed by agility in work organization, remote communication, and the ability to create **team cohesion**. In addition, for 63% of employees, the manager must also show empathy. These are the soft skills they need to succeed.

Strengthening Communication

At a distance, it is necessary to **communicate more and be more explicit** than in person. Plan regular individual and group meetings to monitor the progress of your projects and provide feedback on everyone's work. If possible, take the time to greet all your team members every day on your internal social network, and to check in with them on a regular basis. This will allow you to **stay connected** remotely and foster a positive work environment.

Moreover, try to make yourself more available to your teams so that they can ask for help when they need it.

Finally, we must not forget the importance of **physical communication**. According to the work of Albert Mehrabian, 93% of communication is non-verbal, involving body language, facial expressions and voice intonation. The manager must therefore give priority to physical interactions as much as virtual exchanges, as the former are often richer and a source of creativity.



Focusing on the informal

To foster team cohesion, the manager can **recreate informal interactions** using a video conferencing tool. A good practice is to organize virtual coffee breaks or happy hours with team members or other departments. If you like to go off the beaten track, you can also suggest fun challenges: a contest for the best photo of the week, a blind test, a riddle game, etc. These **team building activities** will strengthen the bonds between the members of your team.

Empowering teams

The manager will also have to **adopt a less hierarchical management style**. Indeed, if the directive management style works well in person, this is not necessarily the case remotely. According to the McKinsey consulting firm, small teams function better with a **management style that empowers them** because it pushes them to give the best of themselves. This is what Netflix has put in place: a culture of freedom and responsibility, where employees are encouraged to make decisions independently.

Managing by results

When managing teams remotely, it is not possible to have real visibility on how much time employees spend working. In this context, you can no longer manage in a “visual” way: it is necessary to **build a results-oriented culture**. Employees must therefore be evaluated according to the quality of the work they deliver, and not according to the number of hours spent at the office.

This method has several benefits: it reduces interruptions to work, reengages employees, restores confidence in management, but also saves time for the manager, who spends less time monitoring what everyone else is doing.

Leading by example

Understand that a good manager is **a manager who leads by example**. For example, if you telecommute a few days a week, you’re telling employees that they don’t need to be at the office every day to be productive. Moreover, if you want to promote the right to disconnect, try not to solicit employees outside of their working hours.





Testimony

Managing hybrid teams at Amicio

At Amicio, an international group specialized in customer relations, managers manage and monitor the work of their teams using the Talkspirit collaborative platform. Deployed in just three weeks among 500 employees, the tool facilitates the **dissemination of information** between the group's different sites, simplifies the **daily management of teams** (both remotely and face-to-face) and allows managers to **coach their teams** easily.

When employees have a question, they can ask it directly on the chat to get an answer, whether their manager is physically present or not. For Adeline Larrieu, Operational Manager, "it is often much more efficient and faster than sending an e-mail".

The platform also **facilitates exchanges between managers**: videoconferencing, in particular, allows them to share information and make group decisions.

In addition to being a collaborative tool, Talkspirit is essential for **maintaining cohesion between remote teams**. Since its adoption, Adeline Larrieu notes *"an increase in chat messages between consultants and managers: we created several groups to stay motivated and strengthen the bonds between day shift and night shift teams. [...] The Talkspirit platform has allowed us to maintain group dynamics and to bring the team closer together, both face-to-face and remotely."*

Also read



[Centralizing exchanges within an international group: the testimony of Amicio](#)



Best practices
for the CIO

Securing the work environment

To guarantee data security, the IT department must give as much priority as possible to the use of **equipment provided by the company**, which will have been secured beforehand. If your company wishes nonetheless to maintain a BYOD (“bring your own device”) policy, you shouldn’t forget to give clear security guidelines to employees on what they must and mustn’t do to minimize cyber security risks.

The CIO can also set up a **virtual private network** (VPN), which will protect the confidentiality of company data—even when employees are working remotely. In addition, a mailbox or a dedicated conversation group (on your internal social network, for example) can be created to **report any security problems**.

Working in hybrid mode also means **centralizing all your data on a private cloud**, which will allow employees to access their documents anytime and anywhere. However, the company will need to ensure that the data is **hosted in Europe** rather than in the U.S. so that it can’t be transmitted to American authorities (in accordance with the Cloud Act).

Guiding and training employees

According to a [study by the Ponemon Institute](#), 66% of SMBs worldwide reported a cyberattack in 2019. Among them, **phishing** remains one of the top threats.

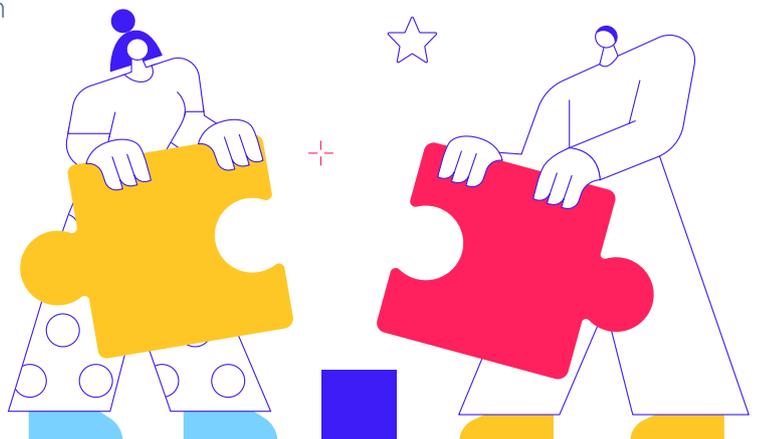
Employees aren’t always aware of these cybersecurity dangers, so it’s essential to raise awareness **among them** and teach them how to recognize fraudulent emails. For example, companies can give employees a **checklist of good practices to implement**: using a password manager, activating two-factor authentication, updating applications regularly, using only one’s professional computer for work, and so on.

Also read

[How to Reconcile Digital Workplace and Cybersecurity?](#)



In order to **minimize Shadow IT**, IT departments must provide employees with a list of authorized applications—but also remain attentive to their needs and let them know they remain open to the implementation of new tools.





Implementing the right tools

If the current tools don't seem to meet employees' needs, CIOs can **encourage employees to share the applications they use**. Then, they can check whether these tools are sufficiently secure for the organization and, if not, suggest more suitable alternatives.

Switching to a hybrid work model requires the **use of tools that adapt to employees' new uses** and enable them to communicate and collaborate remotely. To take advantage of all these features, many companies are choosing the digital workplace: a secure virtual office that brings together all the applications used by employees in the same place.

Also read

[What Are the Best Digital Workplace Solutions?](#)



Best practices for the employee

Communicating regularly

Not coming to the office every day doesn't mean you have to stay in your corner. Quite the opposite: **regular communication** is essential for employees—with managers to share progress on the status of various ongoing projects, but also with other colleagues to stay abreast of the company's activities and have more informal discussions. This regular communication will also enable employees to feel more connected.

Staying organized

Having flexible hours requires **organization**. Although the temptation is strong, encourage employees not to mix their personal tasks with their professional duties. This will allow them to think clearly and stay focused on only one task at a time.

At the beginning of the day, employees can start by making a to-do list of what they want to accomplish. To make sure they don't forget anything, advise them to write down all their appointments in their diary and to reserve specific slots for certain tasks, such as following up with someone who hasn't answered emails, or writing up a meeting report. Finally, employees can use the end of the day to plan the next day's tasks.

Taking breaks

Working in hybrid mode does not mean working “in machine mode”. Just like in the office, remind employees to **take breaks throughout the day** to relax and reduce screen fatigue.

We recommend taking at least a five-minute break every hour if you work intensively, or a 15-minute break every 2 hours under normal circumstances.

If possible, recommend that employees alternate computer and non-computer work, including time for meetings and administrative tasks, for example.

Separating professional and personal life

The boundary between work and personal life can quickly become blurred when working remotely. Indeed, to compensate for their “absence”, hybrid employees may feel obliged to work at all times of the day, from waking up to going to bed. This can be detrimental to their health and prevent them from ever completely disconnecting. Several good practices can prevent this from occurring:

- Set up a space dedicated to work, and only to work.
- Define your work hours, and don't touch your computer once these hours are exceeded.
- Disable notifications from your work devices (phone, computer, and other) in the evening and on weekends.



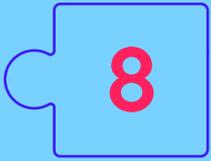


Complying with IT security rules

Employees often wonder whether it wouldn't be in their interest to download an application that has not been approved by the CIO, but which would allow them to save time in their work tasks. While this practice may seem harmless at first glance, it can be quite the opposite in reality! Data leakage and loss, viruses, hacking—the risks are more numerous than they think.

Compliance with IT security rules is therefore crucial, as well as applying all the good practices laid out by the company for avoiding cyberattacks. If employees really need a new tool to work with, encourage them to contact the IT department before downloading anything. They can then suggest more secure alternatives.





The tools of the hybrid worker

- To fully exploit all the advantages of hybrid working, providing employees with tools that facilitate remote and mobile working is essential. Here are the main ones:

Communication tools

Tools that facilitate communication have three main uses: **improving circulation of information internally**, facilitating exchanges, and strengthening team cohesion. On platforms such as [Talkspirit](#), [Lumapps](#), [Workplace](#), or [Mattermost](#), the company's internal life is more dynamic, the successes of all parties are more appreciated, and exchanges are more participatory. In short, all employees can express themselves to the corporate community.

No more need to send streams of emails to each other since employees can chat live or discuss via video conference. [Internal communication](#) is also more efficient. The company can simply post collective publications or share a live video to keep employees informed of the latest news.

Collaborative tools

[Collaborative software](#) such as Talkspirit, Jamespot, Teams or Slack makes **it easier for teams to work**, whether in the office, in the field, or at home. For example, the manager can create checklists to assign tasks to each member of his team and track the progress of different projects. Information is no longer scattered to the four winds: all files are now centralized in one place, and you have the possibility to modify them in real time! This simplifies [remote collaboration](#).

Also read



[Comparison of the best collaborative tools](#)



The digital workplace

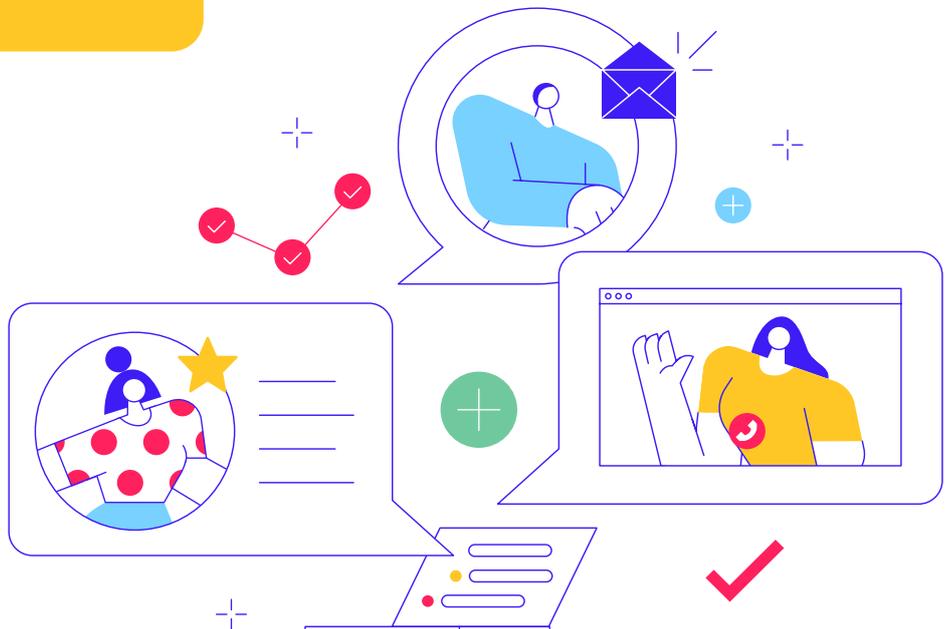
For several years now, a new tool has stood out for its phygital and “all-in-one” dimension: the digital workplace. A true dematerialized office, this digital workspace allows employees to **access their documents and business applications** anywhere, at any time, and through the media of their choice.

This virtual office brings together all the **collaboration and communication features** you need: instant messaging, video conferencing, task tracking, information sharing, etc. No need to juggle from one tool to another all the time, as your software is directly connected to the platform (natively or by integration). The digital workplace is therefore the ideal response to the challenges of the hybrid enterprise.

You now know at your fingertips the stakes, benefits and best practices of hybrid work. As we have seen, this way of working requires the use of tools that are adapted to the new uses of employees, and that allow them to work where and when they want, following the ATAWAD (anytime, anywhere, any device) concept.

Also read

[Comparison of the best digital workplaces](#)

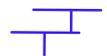




They chose talkspirit to boost their transformation



Public administrations, SMEs or large groups from all sectors of activity: they've all chosen Talkspirit to support the evolution of their working methods.





Discover **Talkspirit**

Talkspirit is a collaboration software that facilitates information and document sharing among employees, streamlines internal communication, and makes collaboration more fluid through practices that are better adapted to new ways of working.

Our platform brings together the best social and collaborative features for businesses: chat, video conferencing, a drive, an office suite, groups, news feeds, an internal directory, and more.



Discover Talkspirit in this two-minute video:

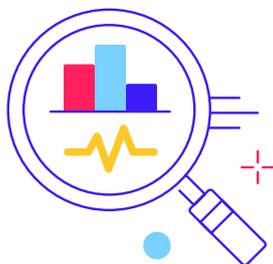


100% Made in France

Talkspirit is entirely designed, developed, hosted and secured in France. Compliant with the European Union's General Data Protection Regulations.



www.talkspirit.com



Key figures



+500 customers



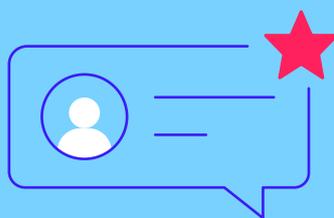
+150.000 users



4,9/5: rating
on Capterra



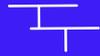
Talkspirit was named
Category Leader in
Instant Messaging and
Remote Work by GetApp
(Gartner Group) in 2020.



View our customer's testimonials

- Agence Bergamote: Communication agency, 20 employees
- Squad: Cybersecurity consulting firm, 500 employees
- CPAM du Bas-Rhin: Health insurance, 985 employees





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we offer?

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to talk with you:**

Free trial

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