

6 top tips

for effective hybrid team collaboration

1

Understand collaboration is more than just working together

It's not enough to come together as a team and work on a project. Collaboration requires a foundation of trust, mutual respect, and a shared interest in each other's success. This takes time, commitment, and proactive engagement to get right. Your team must understand that collaboration is more than just interaction; it requires a concerted effort from everyone to build the necessary foundations for successful team collaboration.

Action idea: Reflect on a project where you collaborated effectively as a team and why you think it went so well.

2

Start an open team conversation

Not everybody in your team will have the same perspectives on what good collaboration looks like and what they expect from others. Collaborating across hybrid environments, when some are based in an office and others are still working remotely, might also cause some concerns, so it's essential to have an open conversation with your team and ensure your approach to collaboration is inclusive of all your team members.

Action idea: As a team, discuss your idea of good and bad collaboration and how some of these can be avoided as a hybrid team.

3

Focus on building connections and better relationships

Making time for informal conversations or social interaction is pivotal in getting to know each other better and understanding the different behaviors and communication styles of your team members. Hybrid working might make building those vital connections more difficult as you work across different communication tools, physical locations, and time zones. Having something like an **Insights Discovery** profile to share snippets can be a great way to build those connections.

Action idea: Book time as a team to meet in person or virtually to connect and talk about anything other than work.

4

Rethink collaboration

What worked while everyone was in the office won't work anymore, and what worked while everyone was remote might also not work. Hybrid working will involve picking some of the best ways of working for your team, which might be a mixture of entirely new practices for collaboration. This might also mean looking at your meeting culture, use of digital tools, or how much time you allocate for team days to allow for relationship building.

Action idea: As a team, reflect and discuss the different ways of working that have worked and not worked so well while working remotely or in the office. Agree on three practices that will work for everyone.



5

Make the most of the tools and office spaces available

Your environment plays a key role in fostering collaboration, and the technology you have available in a hybrid working arrangement will help bridge the gap between the different settings. Working out as a team on how to make the most of the spaces and tools you have available to collaborate effectively is important. This might be agreeing on how the information will be stored, shared, and worked on digitally, or you might want to agree on some principles around communication methods

Action idea: Use the [hybrid collaboration team charter](#) to agree on how you will use the spaces and tools to collaborate more effectively

6

Continually develop team skills to improve collaboration

Collaboration is a learnable skill that requires conscious effort from team members to develop. Even with all the right technology and processes in place, effective collaboration won't just happen unless individuals proactively work on it as a team. You might be part of multiple teams or teams that are constantly changing and growing. With each new project or new member, it is important to work on operating as effectively together as possible. Developing communication skills, self-awareness, and a better understanding of others are key skills you can build as an individual and will support each team member in bringing their best self to their team.

Action idea: Discuss as a team some of the ways that you can actively work on building these skills, asking everyone to commit to one area of personal development that will contribute to better team collaboration

To learn more about how you can collaborate more effectively as a team download our full report [here](#).