

## Harnessing hybrid: making hybrid working arrangements more inclusive

Here are a few things you can do on a personal level to help make your hybrid working more inclusive...

Ask for help if you need it. Look out for training opportunities or mental health support.

If you are coping well, see if a friend or colleague needs help.

Slow down and be kind to yourself – it will benefit you and your team.

Be aware of what everyone in your team is doing, whether they are at home or in the office.

### Keep in touch:

Pick up the phone and have a chat with a colleague as you would over the water cooler in the office. Even if it is not business-related, an idea could spark, or someone who's struggling could be touched.

Keep the needs of the business at the front of your mind. What work is best done at home, and what is best done in the office?

Feedback to your manager and organisation what is working well and what could be improved.

Be honest with your manager about what works for you. Working arrangements can include the physical space in the office as well as hours and locations.