



# Are you ready for a Flexible Work Arrangement (FWA)?

This FWA Toolkit will support you in your reflections on the questions below, as well as on your readiness and your continued development toward an effective and healthy hybrid workplace.

- What responsibilities of your position can and cannot be accomplished as efficiently from home? Can you accomplish your responsibilities on the designated day without being physically present at the office?
- Are you aware of all the health and safety, IT security and privacy considerations for a flexible work arrangement?
- What skills and competencies will you develop in order to be more effective in the hybrid workplace?
- How will you maintain a learning stance for yourself and your team?



# LinkedIn Learning for Admin and Support Staff

*What skills do I need to continue to develop to be effective in hybrid work?*

- Are there technical skills, collaboration tools, communications skills, or client-service that would benefit for greater development for myself and my team?
- [LinkedIn Learning](#) is an online educational platform that helps you discover and develop business, technology -related, and creative skills through expert-led course videos.
- Use [McGill Single Sign-On \(SSO\)](#) to access LinkedIn Learning with your McGill Credentials

# Healthy Hybrid Attestation

*What skills do I need to continue to develop to be effective in hybrid work?*

- The Healthy Hybrid Attestations is a self-directed attestation that equips Administrative and Support Staff with the skills needed to transition to a

# IT Skills for Hybrid Work

*What skills do I need to continue to develop to be effective in hybrid work?*

- **Communication & Technology**
  - How will daily communication with other colleagues and team members take place while on-site or remotely? Does the employee have access to all the communications technology they need for remote work?
  - What other types of IT skills and knowledge is important in the hybrid work environment? Some examples could include meeting tools, office automation,







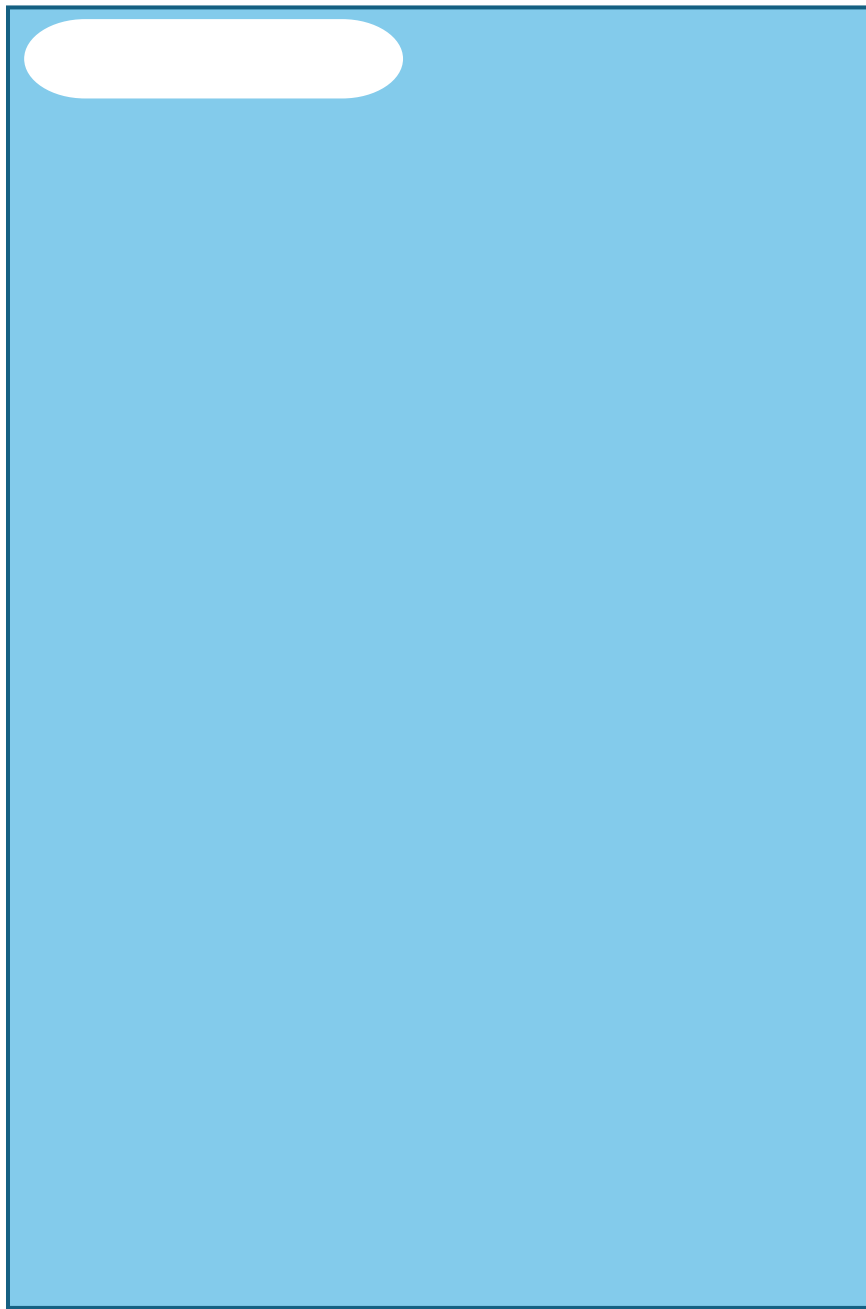
# Checking In With Your Team

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# Key Considerations for You to Explore Individually and with Team Members

- **Nature of Tasks**
  - o Describe aspects of your work that are conducive to hybrid work arrangements. What elements of the work would be more easily accomplished on -site and remotely? Identify any specific task related needs.
- **Job Interactions**
  - o How will a hybrid work arrangement impact your interactions with your key stakeholders (i.e., participation in staff meeting, interdependencies with other colleagues for department needs, meeting client needs, staff supervision, etc.)? How will you manage these?





**TIP:** Keep a hybrid work journal to guide your onsite/offsite task optimization.

DAY 1					
Task	Interaction	Type	Energy Level	Focus Level	Location
Communication Notes	Collaboration	Synchronous	Medium - Morning	High	WFH
Emails	Individual	Asynchronous	Low - Afternoon	Low	Anywhere
Development of Training Modules	Individual	Asynchronous	High - Morning	High	WFH
Meetings	Collaboration (Share Updates)	Synchronous	High - Morning	Medium	WFO
Research and Benchmarking	Individual	Asynchronous	Medium - Afternoon	High	WFH
Client Service and Support	Collaboration	Synchronous	High - Morning	Medium	WFO

# Key Considerations to Explore with Team Members

- How will daily communication with team members and clients take place while on-site or remotely? How will we ensure team members and other key stakeholders know each others'

# Tips/ Best Practices

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# For More Information and Support

- Reach out to your [Local Human Resources Advisor](#)
- Consult the [Flexible Work Arrangements webpage](#)
- Consult the IT Services webpage [Hybrid Work](#)
- Contact [flexwork@mcgill.ca](mailto:flexwork@mcgill.ca)