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The Ultimate Guide to Hybrid working

Tried and tested strategies to stay productive for the new era of working

Hybrid working

Some key statistics

- **8.7 million** people in the UK have worked from home at some point and **1.7 million** mainly work from home (that's **5%** of the population)¹.
- In April 2020, **46.6%** of people in employment did some work at home²

What is hybrid working?

- A type of flexible working that can be undertaken at home/from a location of your choice plus dedicated time in the official office
- May be used in conjunction with other flexible working arrangements such as flexitime/part time hours – can fit around other commitments more easily than traditional work
- Employees may work almost entirely from home with only occasional meetings at the office/with clients
- Employees may split their time between their home and the office

How a hybrid working model can benefit employers

- Reduction in costs – if a large number of your staff are hybrid workers, you don't need the large permanent office space. This means a reduction in overheads like business rates, rent and utility bills. Rooms can be hired if needed for meetings. If you're running out of office space, offering remote work can reduce the need to rent somewhere bigger
- Increased productivity – output often improves when people have the flexibility to work from anywhere as they are more focused, with fewer distractions. There will also be a greater commitment from employees who really value being able to work from home
- FlexJobs' Annual Survey 2019, found that: **65% of professionals think they would be more productive working remotely**
- Wider talent pool – not limited to hiring staff within a certain location. You can hire people from all over the world – in different time zones and who speak different languages. Hybrid working means that you could employ those best in their industry who otherwise couldn't have accessed your workplace

- A more diverse workforce – as mentioned above, people from all over the world, as well as those with children, other caring responsibilities or disabilities, for whom remote work is more accessible
- More environmentally friendly – hybrid working reduces the need for staff to commute and therefore helps to reduce your company's carbon footprint. Employees are also less likely to consume takeaway food and drink (e.g. coffee) in disposable containers

Why Hybrid working appeals to employees

- Better work-life balance – many employees taking up a hybrid working policy are able to work between a broader set of working hours or on a flexitime basis. This means, that they are able to fit their work around other commitments (e.g. children and school hours). No commute also means more time at home to spend with loved ones/to do other activities
- Greater job satisfaction – less supervision, more responsibility/control, a customisable office space to suit your needs and remote staff tend **to be generally happier in their role**

¹<https://www.businesscomparison.com/uk/blog/remote-working-report/#:-:text=The%20data%20shows%20that%20around,from%20home%20at%20some%20point>

²<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/employmentandemployeetypes/bulletins/coronavirusandhomeworkingintheuk/april2020>

- Location independence – a greater range of job opportunities available for those living in rural areas/ those unable to relocate. For millennials, location independence is important as many want more freedom and travel opportunities – digital nomad trend. Also, you aren't tied to a high-cost area such as living in London to access the best opportunities
- Better health – both mental and physical. Mental – long commute at rush hour combined with a busy office can lead to high stress levels. More flexibility also allows people to manage their other commitments more easily and reduces stress. Physical – more time for physical activity, less likely to eat junk food on the go, and easier to manage certain health conditions/disabilities.

How to effectively embrace hybrid working

- Choose a dedicated work space – create your own office space at home. Dedicate a specific area to work in, preferably in a different place to where you spend your leisure time (e.g. avoid working from your laptop on the sofa). This will help to get you in the right mindset. Ideally, set up your workstation in a quiet area away from distractions
- Maintain regular hours – although these may be different from standard office hours, choose your working hours and stick to them. Having clear guidelines will help you to maintain a good work-life balance and avoid over-working. It's also a good idea to segment your day by scheduling your tasks in order of importance to avoid losing focus
- Make sure you have the necessary equipment – a desktop computer or laptop (raised, with keyboard and mouse to reduce risk of back problems), a good internet connection (consider an ethernet cable if wi-fi is unreliable), access to relevant apps you may need (e.g. Microsoft Office including Outlook & Microsoft Teams for communicating with colleagues)
- Make sure you can access your work documents and relevant applications – Does your company already have a solution in place to offer remote working? If not, consider a hosted desktop/remote access. This provides users with secure and encrypted remote access to all your business applications, emails and files from anywhere, on any device, all in one place
- Stay connected – to avoid feeling cut off from your colleagues, check-in with your co-workers regularly (phone calls, Zoom, Slack etc). Try to arrange social activities too such as a virtual coffee break together. It's also important to stay in touch with friends and family, particularly if you live alone, to avoid loneliness
- Take clear breaks – your breaks should be taken away from your computer/desk. Try to take a walk outside or spend time with others during your lunch break. It's also good to practice the 20-20-20 rule – every 20 minutes look at something 20 feet away for 20 seconds – to reduce eye-strain caused by prolonged screen use

Major companies offering a hybrid working policy

FlexJobs, 2020:

1. Amazon
2. Salesforce
3. VIPKID
4. Liveops
5. Transcom
6. Humana
7. UnitedHealth Group
8. Pearson
9. CrowdStrike
10. Red Hat

Glassdoor, 2020:

1. VIPKID
2. TTEC
3. Dell
4. Hopper
5. Kelly Services
6. Intuit
7. UnitedHealth Group
8. Trusted Health
9. Kaplan
10. BroadPath Healthcare Solutions

Final tips

- Get up and dressed as if you're going to work – you'll feel less productive if you wear pyjamas all day and you should always be prepared for an impromptu Zoom call
- Reach out and ask for help if you need it – you may feel like you're alone, but remember you are part of a bigger team (importance of staying connected)
- Set some ground rules for other people in your house/close to you – explain that although you are at home, you are working and cannot be disturbed or be called upon to do other tasks between certain hours

Useful resources:

<https://www.flexjobs.com/blog/post/benefits-of-remote-work/>

<https://blog.hubspot.com/marketing/productivity-tips-working-from-home>

<https://www.investopedia.com/personal-finance/work-from-home-guide/>

<https://www.forbes.com/sites/laurelfarrer/2020/02/12/top-5-benefits-of-remote-work-for-companies/#592d4a7e16c8>

<https://archive.acas.org.uk/media/3905/Homeworking---a-guide-for-employers-and-employees/pdf/Homeworking-a-guide-for-employers-and-employees.pdf>



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