# 3 QUESTIONS & 10 CONVERSATIONS
## TO KICK START HYBRID WORKPLACE POLICY DEVELOPMENT

**1** Is there leadership consensus of what constitutes a "hybrid workplace"?

**2** Can we safely bring people back to the workplace?

**3** What are our risks if we don't develop a hybrid workplace policy?

## 10 CONVERSATION STARTERS TO INITIATE A HYBRID WORKFORCE POLICY

**1** Who has the appropriate skill set, knowledge and dedicated time to serve as project coordinator to develop hybrid workplace policy and procedures?

**2** What are the goals, motivations, pros and cons of having a hybrid workplace?

**3** What departments need to collaborate to cultivate a robust plan and identify weaknesses and requirements?

**4** Is it necessary to bring all employees back to a single worksite?

**5** How will we incorporate feedback from workers about what they need into the policy and procedure development framework?

**6** What hybrid workplace practices are already in place?

**7** Do any current hybrid workplace practices conflict with existing policies?

**8** Does the policy support guiding procedures for implementing, managing and participating in a hybrid workplace?

**9** Are policies and procedures truly equitable, supporting inclusion and valuing diversity?

**10** How frequently should the policies and procedures be reviewed to accommodate internal and external factors influencing the work environment?

Ensure your policy development committee is communicating clearly with a mutual understanding of hybrid workplace jargon. Alleviate confusion with the accompanying document, Guide to Deciphering New Terminology, along with webinars and other Hybrid Work Solutions at ***gotriangle.org/hybrid***.

**Be sure your policy development committee is communicating clearly with these handy Guide to Deciphering New Terminology.**

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