

With the **TOOLBOX** and the accompanying explanations in the **GUIDE**, we invite teams to independently analyse their collaboration needs and identify suitable working environments for hybrid activities.

TOOLBOX and **GUIDE** thus give teams a voice to capture, communicate, and discuss their needs with relevant stakeholders.

Scan the QR code and download the **TOOLBOX** and **GUIDE** for free.

Start, organise, and design your hybrid working environment for effective team collaboration!



https://www.ifaf-berlin.de/projekte/raw_reallabor/

The **GUIDE** and **TOOLBOX** are also available in German.



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Organisation and Design of Hybrid Working Environments for Collaboration in Teams

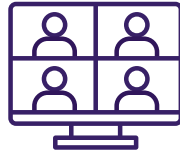
GIVING TEAMS A VOICE



In a constantly changing working world, the **TOOLBOX** and **GUIDE** provide an easy introduction to the organisation and design of hybrid working environments.

The **TOOLBOX** and **GUIDE** can be downloaded and used free of charge from the website of the Institut für angewandte Forschung (IFAF) Berlin.





Hybrid working models are challenging

Hybrid models allow for working both in the office and in other locations, either synchronously (simultaneously) or asynchronously (with time delays). This fundamentally increases the complexity of work organisation. If your team works on innovative or research-intensive products, services, and solutions, you will constantly need to respond to changing requirements.



The solution for teams

Based on research findings, we developed an easy-to-use, modular TOOLBOX and a GUIDE that you can use as a team to independently identify and analyse your needs and design your hybrid working environments.



Use the TOOLBOX to...

- analyse your team characteristics and needs for hybrid teamwork,
- develop clear rules for team collaboration in hybrid settings,
- identify suitable workspaces for your team tasks, processes and structures.

What are the TOOLBOX and the GUIDE?

The TOOLBOX was developed as an easily accessible Excel tool for simple use. Together with the GUIDE in poster format, background information, application notes, and research findings in a compact format.



The TOOLBOX is available as an Excel version. In the TOOLBOX you will be guided step by step: structured collection, evaluation and automatic documentation of team characteristics and workspace needs.



The GUIDE is designed as an A1 poster and can be printed out by yourself.



Modularity

The TOOLBOX and GUIDE are flexible to use and can be applied step by step or in one go.



The TOOLBOX is divided into **phase A** and **phase B**:

Phase A: Assessment of Your Team Characteristics

Problem area

- Organise hybrid collaboration in your team
- 3 tasks = 60 minutes
- Result: Agreed-upon schedules and rules for collaboration in your team

When phase A should be carried out:

- Are tasks, processes and structures in your team constantly changing?
- Is it unclear who, when and where works in the team and how your team can best coordinate with each other on site or hybrid?



Phase B: Assessment of Suitable Hybrid Workspaces

Solution area

- Design hybrid workspaces in your team
- 3 tasks = 90 minutes
- Result: Agreed-upon workspace needs for collaboration in your team

When phase B should be carried out:

- Who says A, must also say B :)
- It is unclear which workspaces with which characteristics best suit the tasks, processes and structures in your team?