

# HYBRID WORK TRAINING SESSIONS

## NEW TRAINING SESSIONS ADDED

**A**s employees gradually transition back to working on campus, hybrid working arrangements are being considered. For many, this will be their first time working in a hybrid working arrangement.

▮▮ **A hybrid working arrangement means that on any given day, team members may be working on campus, remotely, and on different work schedules.** ▮▮



**T**o prepare managers and employees for hybrid working arrangements, detailed training sessions have been developed to support employees and managers in the transition to hybrid working arrangements.

### Training topics include:

- Humber's Remote Working Policy and hybrid working
- Managing and contributing in a hybrid working arrangement
- Ensuring well-being while working in a hybrid working arrangement
- Workplace safety
- Technology needs for hybrid working



**All modules in the training series are as indicated on the following pages.**

There are multiple dates for all training sessions in January and February 2022.



**Each training session has a maximum number of participants,** but additional sessions will be scheduled based on demand.

# Employee Training



## ***Contributing in a Hybrid Work Environment***

This training will provide employees with an understanding of how to manage their work schedule and performance, as well as how to maintain strong communication and collaboration with their team while working in a hybrid work environment.

**Please register by clicking on the date that works best for you:**

[January 13, 2022: 1:30 - 2:30 PM](#)

[January 25, 2022: 10:00 - 11:00 AM](#)

[February 9, 2022: 1:30 - 2:30 PM](#)

## ***Well-being for Employees in a Hybrid Work Environment***

This training will provide employees with an understanding of how to separate work life from home life (set boundaries), manage change, develop coping skills and understand resources available related to well-being.

**Please register by clicking on the date that works best for you:**

[January 20, 2022: 10:00 - 11:00 AM](#)

[February 1, 2022: 10:00 - 11:00 AM](#)

[February 16, 2022: 1:30 - 2:30 PM](#)

## ***Workplace Safety in a Hybrid Work Environment (Employees and Managers)***

This training will provide employees and managers with details on health and safety standards while working remotely and safety protocols when on campus.

**Please register by clicking on the date that works best for you:**

[January 17, 2022: 1:00 - 2:30 PM](#)

[January 27, 2022: 1:00 - 2:30 PM](#)

# Manager Training



## ***Making Hybrid Meetings Work: Interactive Keynote (New)***

This training will provide managers with an understanding of when and when not to hold a hybrid meeting, handling the challenges of hybrid meetings, set-up required for inclusivity, and how to open and manage participation during hybrid meetings.

*Note: Managers who would like further practice and coaching can also register for the Practice & Coaching session (detailed below). The Interactive Keynote is a prerequisite for the Practice & Coaching session.*

**Please register by clicking on the date that works best for you:**

**[January 26, 2022: 9:00 - 10:30 AM](#)**

**[February 2, 2022: 9:00 - 10:30 AM](#)**

**[February 9, 2022: 9:00 - 10:30 AM](#)**

If you register for this training session and then are unable to attend, please email [oe@humber.ca](mailto:oe@humber.ca) to let us know, so we can give the spot to someone else.

## ***Making Hybrid Meetings Work: Practice & Coaching (New)***

In this practice and coaching session, managers will define their top hybrid meeting challenges and work collaboratively to practice the recommended techniques for meeting these challenges.

*Note: The prerequisite for this course is the Making Hybrid Meetings Work: Interactive Keynote (detailed above). Please register and attend the Interactive Keynote prior to your registration date for the Practice & Coaching session.*

**Please register by clicking on the date that works best for you:**

**[February 2, 2022: 11:00 AM - 12:00 PM](#)**

**[February 9, 2022: 11:00 AM - 12:00 PM](#)**

**[February 17, 2022: 10:00 - 11:00 AM](#)**

If you register for this training session and then are unable to attend, please email [oe@humber.ca](mailto:oe@humber.ca) to let us know, so we can give the spot to someone else.

### ***Managing in a Hybrid Work Environment***

This training will provide managers with an understanding of how to manage team expectations around work schedules and performance, as well as how to maintain strong communication and collaboration amongst their team while working in a hybrid work environment.

**Please register by clicking on the date that works best for you:**

**[January 12, 2022: 10:00 - 11:30 AM](#)**

**[January 26, 2022: 1:30 - 3:00 PM](#)**

**[February 8, 2022: 10:00 - 11:30 AM](#)**

### ***Remote Working Policy and Hybrid Work***

This training will provide managers with details on the application of the remote working policy and explain hybrid work at Humber.

**Please register by clicking on the date that works best for you:**

**[January 14, 2022: 9:00 - 10:00 AM](#)**

**[January 19, 2022: 9:00 - 10:00 AM](#)**

**[January 25, 2022: 3:00 - 4:00 PM](#)**

### ***Well-being for Managers in a Hybrid Work Environment***

This training will provide managers with an understanding of how to respect boundaries set by their team, manage change, support their team with developing coping skills and understand resources available related to well-being.

**Please register by clicking on the date that works best for you:**

**[January 18, 2022: 10:00 - 11:30 AM](#)**

**[January 31, 2022: 1:30 - 3:00 PM](#)**

**[February 15, 2022: 10:00 - 11:30 AM](#)**

If you have any questions about the training, please contact [oe@humber.ca](mailto:oe@humber.ca).