The New Work Environment
Program Handout

In 2020, the workplace for many of us changed. Business managers had to make tough decisions regarding who continued to come to the workplace, and who would be required to work from home. The workplace, out of necessity, was forced to evolve in ways that were new to many of us. Those shifts from what was once normal has forced us to look at the workplace in general with a new perspective. Was the old way the only way? Or has this past year shown us that our resilience with the workplace dynamic can be stretched in new effective ways that provides the same, or better, opportunities to be successful? For business owners and managers, determining the new work environment as we move through 2021 will require an open mind to possibilities, greater care for the employee relationship and an established culture that promotes the collective best interest of the team. In the end, when everyone is engaged and aligned from top to bottom, organizations prosper and the people that make it happen feel like they are a real part of it. As to the question: What will our new work environment be like? The following checklist of considerations will have an impact on all involved as these types of decisions are contemplated.

- ☐ Survey the team to ascertain everyone's sentiments regarding being at the workplace or working from home.
- ☐ Establish the essential team, who can only work from the workplace.
- ☐ Evaluate position requirements to determine the positions that have the option of working from home.
- ☐ Working with HR develop programs and training on a routine basis, where the entire team can be in one place and spend time together (in person or virtual).
- ☐ Routinely discuss culture and its importance. Attitude reflects leadership at all levels.
- ☐ Be mindful of your sphere of influence…realize your impact.
    - o As the leader goes, so does the team.
- ☐ Communicate at all levels, up, down and sideways.
- ☐ Regardless of the physical work environment, the show must go on, so establish measurable goals and objectives to ensure things get done and done on time.
- ☐ Know your team and your teammates – when the operation is separated in different locations, schedule recurring one-on-ones.
- ☐ Maintaining good relationships with vendors and third parties is more important than ever, so schedule routine check-ins.
- ☐ Inform your boards and bosses before they ask, via written snapshot reports. Give them piece of mind that you have everything covered because you do.
- ☐ Practice best practices in all cases. Know when to ask for help and guidance – or to give it.
- ☐ Make sure everyone on the team has the right tools to be successful – this might mean the IT person making a visit to someone's home to set them up.
- ☐ Invite peer review…your colleagues may provide new insights on being more effective.
- ☐ The workplace is generally available 24-7. Find times during the seven-day week to utilize the office when needed to avoid crowds.
- ☐ Recognize your co-workers for a job well done.
- ☐ Find ways to pair co-workers together to work on special projects.
- ☐ Always treat your position with the same excitement you did when you started…a great attitude is contagious.

Credibility is the key to everyone's success. You earn it in drips and lose it in one storm. As our work environments continue to evolve stay sharp, educated, and ready to shine when called on.