

RETURNING TO THE OFFICE: Considering your approach as an employer

- 1 Decide on your position on return to office requirements and expectations.
What teams, roles and people need to work onsite, hybrid or can continue work remotely?
- 2 Is your business case clear to support your decision? Be clear on why returning to work in person is important for employees, the team, and organisation.
- 3 Your narrative and communication of this is critical. Be prepared to be challenged.
People will understand and accept clear reasoning, in place of a baseless and loose ideology (i.e. our CEO is a control freak and wants people back in the office).
- 4 Who has authority to approve flexible work arrangements? How do you ensure there is good alignment in how Managers and teams manage new work arrangements?
- 5 Develop work structures and routines thoughtfully. What are the critical and/or optimal hours of the work day? What platform is best to productively engage with others?
- 6 Recognise people's personal needs and circumstances, and facilitate a positive transition.
- 7 Make it easy and fun for people to come into work - securing competitive parking rates, organizing engagement activities such as lunches, events and games, and encourage healthy social interaction.
- 8 Ensure your COVIDSafe protocols are easy to understand and comply with.
The workplace layout should also reflect this.

