



Course Title

Hybrid Office Management

What to expect

Managing a winning team in a hybrid work environment.

Overview

Track	Executive
Instructor	Tomáš Klvaňa
Date	July 15-16, 2021
Format	Two-day workshop
Delivery	On-site
Price	13,490 CZK
Academic credits	N/A
Pre-requisites	N/A
Language	English

Course Description

The future of work, post-pandemic, is already looking different. Increasingly, it will combine office/workplace work with remote work based on the needs and strategies of any given company.

This course shows leaders (managers and entrepreneurs) how to introduce and foster the environment of psychological safety and secure base to increase the innovative potential and entrepreneurial spirit of workers in the complex hybrid work environment. It will introduce a remote collaboration software platform to enable complex management.



Learning Outcomes

- Learn how to introduce and foster an environment of psychological safety
- Find out how to secure base to increase the innovative potential and entrepreneurial spirit of workers in the complex hybrid work environment
- Get acquainted with a remote collaboration software platform to enable complex management.

Methodology

The workshop combines lecture sessions, discussions, model exercises and tests. It uses methods of design-thinking, and a combination of in-class learning, with interaction between participants and the instructor, with work on a modern online platform which supplements classes and enables cooperation between individuals and teams.



Schedule and Course Content

Day 1 Outline				
Morning Session Content	Date	Time	Place	Duration
Hybrid work environment Safe environment and leadership Case study: Aviation safety Focused discussion	July 15, 2021	9am - 12pm	AAU Classroom	3 hours
Afternoon Session Content	Date	Time	Place	Duration
Modeling leader behavior: Setting the stage and inviting participation Framing failure Focused Discussion Quiz & Review	July 15, 2021	2pm - 5pm	AAU Classroom	3 hours
Day 2 Outline				
Morning Session Content	Date	Time	Place	Duration
Model exercise on framing failure Modeling leader behavior: Responding productively Experiential exercise: Reframing boss's behavior Case study: VW Diesel emissions scandal Quiz	July 16, 2021	9am - 12pm	AAU Classroom	3 hours
Afternoon Session Content	Date	Time	Place	Duration
Focused discussion: Sharpening the forehand, or working on the backhand? Level 5 leadership Leadership self-assessment Creating a resilient organization	July 16, 2021	2pm - 5pm	AAU Classroom	3 hours
Materials	Handouts will be provided at the start of class.			
Lunch Break	Provided for all participants at Café des Taxis.			