

Digitalise Your Way Through

# GET INFORMED



# WORKING HYBRID

In this segment, we'll cover the **essential skills for working in hybrid teams** and **mastering effective communication** in both **in-office** and **remote settings**.

**Hybrid teams** bring together **creativity** of in-office brainstorming and **flexibility** of remote work.



# UNDERSTANDING HYBRID WORK IN TOURISM INDUSTRY



01

## Tools

Platforms like 'Zoom', 'Webex', 'Microsoft Teams', 'Slack', 'Toggl', and 'Dropbox' are your command center for this blended approach.

02

## Strategy

Create Hybrid Experiences. Blend real-world travels with immersive virtual escapades.

03

## Example

Tourists could physically visit Amsterdam's museums by day, then join a virtual Dutch cheese tasting by evening.





# COMMUNICATION SKILLS IN THE HYBRID ERA

The **essence** of hybrid work lies in **communication**. It's your **bridge** between the **physical** and the **virtual** worlds.

01

**Active Listening** is more than just hearing words, it's about **understanding intent, emotions, and nuances**. It fosters a deeper **connection** and **trust**.

02

**Verbal skills** entail the ability to **articulate** ideas **clearly, adjusting** to your **audience**. Think of it as tailoring a tour for different travelers.

03

**Writing skills** let you be **clear, concise, and compelling**. Tools like 'Grammarly' refine your texts, while bullet points in emails can drive focus.

04

**Non-verbal skills:** body language speaks volumes. On video calls, **maintaining good eye contact** and **open body posture** can increase **engagement**.



## 01 Platforms like 'Loom'

can capture and convey your verbal and non-verbal cues in asynchronous communications.

## 02 Platforms like 'Trello' and 'Asana'

visually structure tasks, easing understanding of collaborative hybrid workflows

## 03 Platforms like 'Miro' and 'Mentimeter'

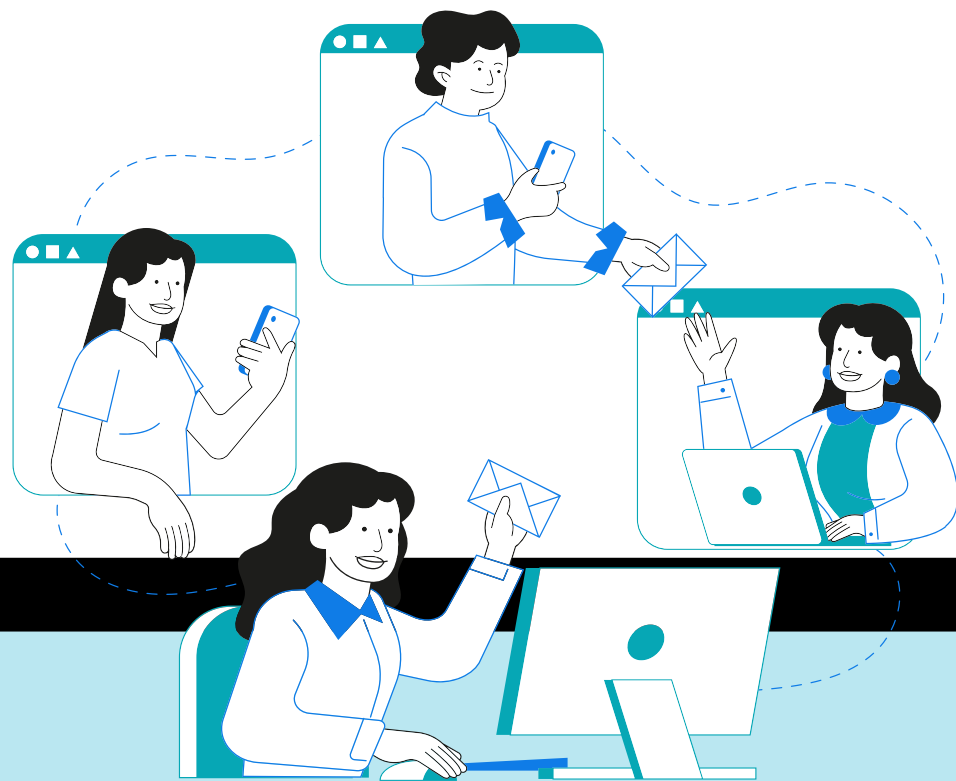
offer captivating visuals for brainstorming, and real-time feedback.

# TIPS & TOOLS



# SUCCESSING IN HYBRID WORK

Strategies, tools and tips



01

**Adapt to a Hybrid Schedule.** It's about merging focused work with collaboration.

**Example tools:** Use 'Focus@Will' for concentration, then switch to 'Microsoft Teams' for team interactions.

02

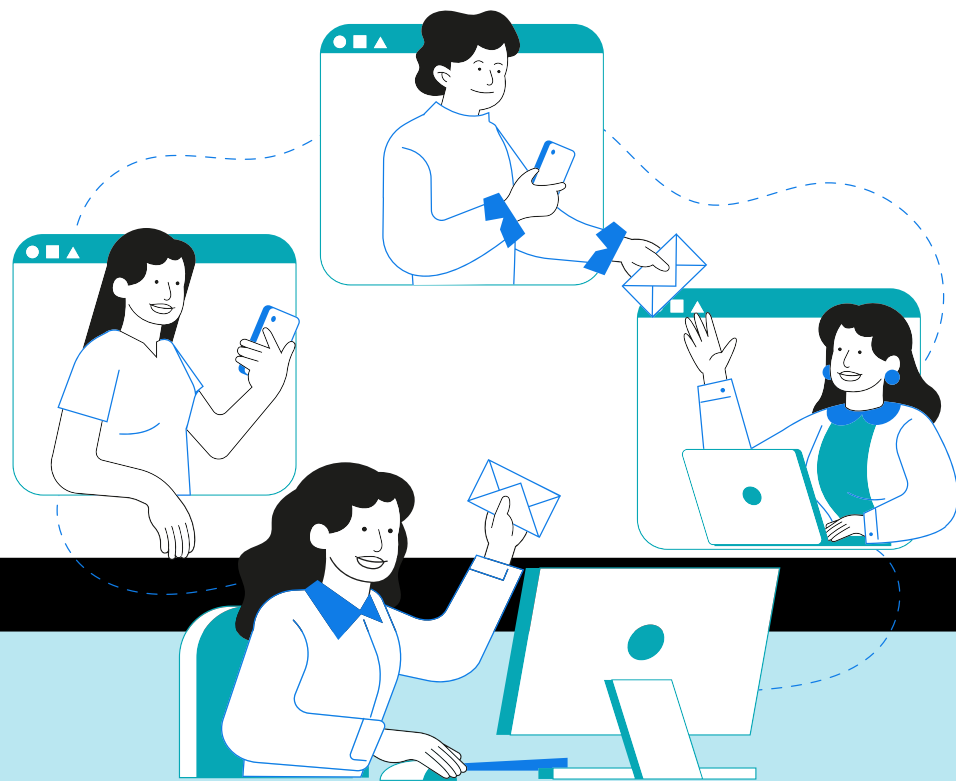
**Master digital skills for Hybrid Success.** Empower your hybrid workspace with the right tools.

**Strategy:** Engage teams with 'Kahoot' for learning, design with 'Canva', organize with 'Airtable', and seek feedback via 'SurveyMonkey'. Don't forget platforms like 'Monday.com' and 'Discord' to keep everyone in sync.



# SUCCESSING IN HYBRID WORK

Strategies, tools and tips



03

**Be Culturally Aware**, as hybrid often means diverse. Embrace the global aspect

**Tools & Tips:** Use 'World Time Buddy' to navigate time zones. Be sensitive to cultural nuances; it can mean the difference between a misstep and a milestone.

**Learn, and Adapt.** Hybrid work is dynamic.

04

**Tips and Strategy:** Regular check-ins and feedback loops ensure alignment. Platforms like 'FeedbackFruits' offer structured feedback, ensuring every voice finds an echo.



# **OUR WORLD NOW THRIVES ON DUALITIES. TRADITIONAL AND MODERN. PHYSICAL AND VIRTUAL.**

So, think about how you could implement the concept of hybrid work in your own hospitality business idea.

Consider how hybrid teams can bring unique strengths to your venture. How will you foster a seamless blend of in-office and remote collaboration?

