

# Agile Hybrid Team

When colocation is not an option

## in a Nutshell



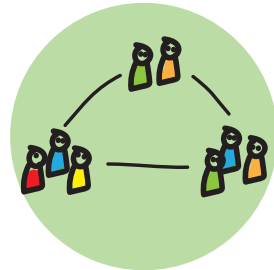
## A new normal, mixing remote and on-site work

Some members work remotely and some in the office, or maybe alternating from day to day. Most of the team dynamics get heavily affected. How could we get the same results -or even better- as in colocated teams?

**DANDY PEOPLE**

Version 1.0

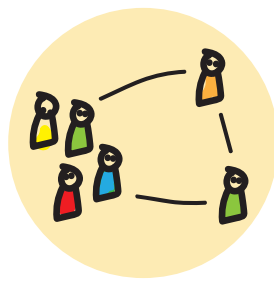
## What is a Hybrid Teams



### Distributed Sub-teams

**Challenging for:**  
Team growth

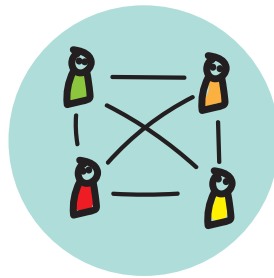
**Focus on:**  
Team building & working cross-subteams!



### Partially Dispersed

**Challenging for:**  
Collaboration and inclusion

**Focus on:**  
Balancing the participation!

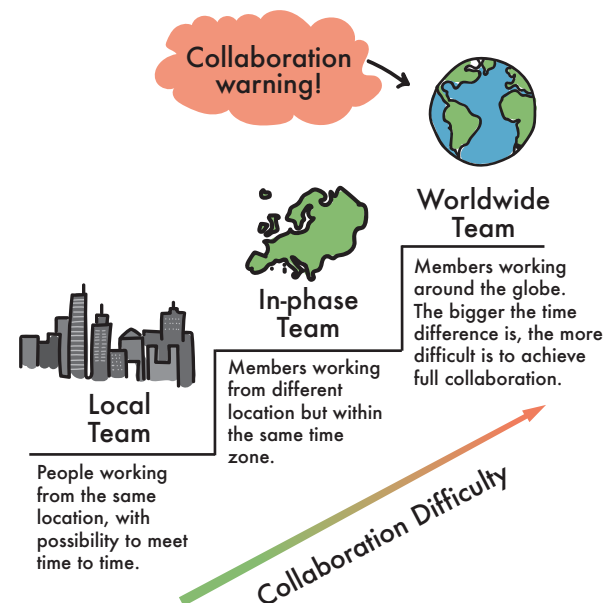


### Fully Dispersed

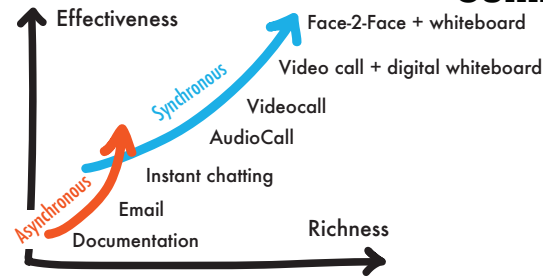
**Challenging for:**  
Team bonding

**Focus on:**  
Team building and team agreements!

## Time difference

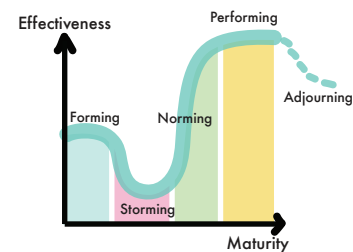


## Communication



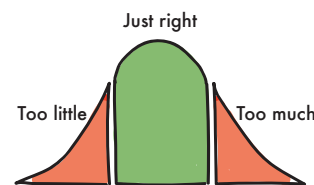
- Use asynchronous tools for basic info sharing and low complexity problems to save time.
- Use synchronous tools for ideation, brainstorming, bonding and high complexity problems, the higher the better!
- Be aware of overusing emails for everything.

## Growth



- Bring unspoken conflicts and hidden frictions on the table.
- Reinforce and visualize even more goals and mission.
- Create opportunity for building trust.

## Commitment



- Use agile frameworks and team working agreements to keep healthy routines.
- Work with smaller goals, clarify deadlines, visualize progresses to increase commitment.
- Limit the amount of multitasking.

## Team Enablers

To unleash the team's productivity a few things need to be in place.



With the right enablers in place, hybrid teams can be as effective as colocated ones!

## Bonding

	Short (minutes)	Long (hours)	Continuous (months)
Get to know each other	Energizers, ice breakers, virtual coffee breaks	Off-sites, online after-works, online games, group learning activities	Circle of interests, craftsmanships
Building trust	Appreciations, celebrations, check-ins	Pair coaching, mentoring, buddy talks, working agreements	Pairing & mobbing, sharing tasks, retrospectives, overcoming challenges



- Set small challenges to overcome together and celebrate successes and learning.
- Keep the team size even smaller than usual (ex. 3 to 6).
- Ask yourself, what the team need the most?

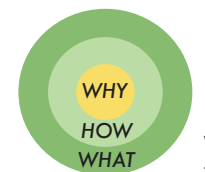
## Creativity



- Don't limit meetings only to synching and coordinating the work, make sure that ideation, bouncing ideas and brainstorming sessions are in place as well.
- Reserve a couple of hours per month where team members can work on a personal work-related project.

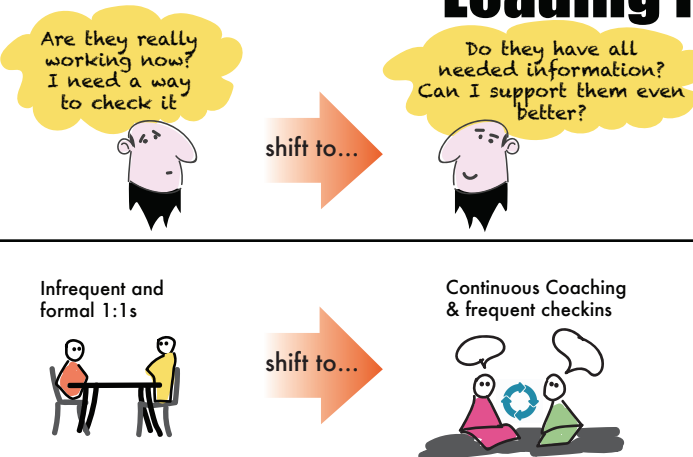
## Motivation

Working remotely can make people lose sight of their target and lose "the big picture" of what they are doing.



- Make purpose and goals very clear on a daily basis, both at team level and organization level. They impact directly people's motivation.
- Communicate inside-out, starting from the "why".

## Leading Hybrid Teams



Infrequent 1-way information spreading (ex.all staff) & coffee machine sharing info



Enable info sharing & improve information accessibility



Lack of focus and confusing prioritization



Sharp focus and clear priorities to avoid multitasking



Agile hybrid teams have many challenges, more than co-located teams. But there are equally many benefits to a remote/hybrid team. Diversity, larger talent pool, cost-effectiveness, flexibility, better customer reach, etc. And having a hybrid-dream-team as no equals.

Every team is different and every member is special. Understanding their needs and accepting those differences is the first and most important step to take.



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