**Setting communication principles for hybrid teams**

Successful hybrid working is built on effective communication. Communication in a hybrid team needs to be more intentional as their might be fewer casual or ad hoc conversations in the office. All members of staff need access to information in able to do their jobs effectively, whether they are working at home or on campus. Each team member also has to take personal responsibility for effective communication.

How a hybrid team needs to communicate will vary depending on its size, the nature of the roles in the team and the specific type of hybrid working being undertaken.

Consider working through these questions as a team in order to establish your team’s communication principles:

* What informal and information methods of communication do we use now? How do we communicate at our best?
* Where do we have any communication gaps or challenges now? What are the circumstances where we don’t communicate well?
* What information do we need to share?
* How can we ensure that everyone receives the information that they need to do their job effectively?
* How can we ensure that people who are working remotely are included in communication?
* How often do we need to meet face to face?
* What do we want to use our team on campus face to face time for?
* How often do we need to have additional meetings?
* Which technology platform do we want to use for our meetings?
* What technology platform do we want to use for asynchronous team communication?
* What information should we share in person (either in a face to face or online meeting) and what should we share asynchronously?
* Other than meetings, how else should we communicate?
* How should we deal with general or status updates?
* What barriers to communicate might we have in our team, and how can we address these?
* What are our personal responsibilities for effective team communication?
* How will we record information and where do we share it? (For example, minutes or actions).
* In our meetings, how do we ensure a consistent experience for all attendees, whether they are in the office or remote?
* How can we ensure that our communication choices are consistent with wellbeing and work life balance?

After working through the answers to these questions, document your key principles and agreements and share them with everyone in the team. Review them periodically to make sure that they continue to be effective and share them with any new team members.