









# The hybrid workplace

## People and change management

**Reimagining work** – how will your new workplace look? Constant disruption and uncertainty have made it exceptionally challenging this year. Navigating the future of your workplace and more importantly your people will determine how effective your business is in adapting to the new world. The guide below details question and recommendations your organisation should consider whilst preparing to slowly ease your employees back into the workplace and plan for a post-pandemic future.

Your checklist		Yes	No
<b>Getting you ready</b> 	Is your workplace COVID Safe and compliant?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you need advice managing a transition to a Hybrid workforce?	<input type="checkbox"/>	<input type="checkbox"/>
	Are your policies and procedures relevant to COVID 19?	<input type="checkbox"/>	<input type="checkbox"/>
	 <b>Support to navigate an ever-changing landscape and manage disruption</b>		
<b>Flexible working</b> 	Are you ready for a hybrid remote workforce?	<input type="checkbox"/>	<input type="checkbox"/>
	Do your IT requirements support flexible working?	<input type="checkbox"/>	<input type="checkbox"/>
	Is your business ready for flexible working arrangements/new ways of working?	<input type="checkbox"/>	<input type="checkbox"/>
	 <b>Reshape your future workplace culture</b>		
<b>Productivity and well being</b> 	Guidance to manage your employee's mental health and wellbeing at home or at work?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you feel prepared to have the difficult conversations?	<input type="checkbox"/>	<input type="checkbox"/>
	Fully understand the shifting employer / employee dynamic? (employee influenced leadership)	<input type="checkbox"/>	<input type="checkbox"/>
	 <b>Building a productive and more efficient remote team</b>		
<b>Post-pandemic recovery</b> 	Are your future resourcing and workforce planning needs being met?	<input type="checkbox"/>	<input type="checkbox"/>
	Does your workforce require a fresh skills assessment?	<input type="checkbox"/>	<input type="checkbox"/>
	Fully understand the complex legislation and government support initiatives?	<input type="checkbox"/>	<input type="checkbox"/>
	 <b>Recruitment needs and talent management plans for the recovery</b> <b>Change management support both short or longer term</b>		



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# Business continuity

## Cybersecurity checklist

The risk of security incidents has increased as organisations are forced to change the way they operate, with organisational data being stored across several different locations. The checklist below details questions organisations can work through as they continue to rely on a remote workforce that is fully functional.

Your checklist		Yes	No
<b>Security awareness</b> 	Is a security awareness program in place that educates staff on how to identify and respond to cyber security threats?	<input type="checkbox"/>	<input type="checkbox"/>
	Does this security awareness program incorporate fake phishing exercises?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the importance for increased vigilance for COVID-19 related scams being communicated by management?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Secure connectivity</b> 	Are your staff able to connect to business systems in a secure and reliable way?	<input type="checkbox"/>	<input type="checkbox"/>
	Is multi-factor authentication in place to ensure only authorised staff can log into your business systems?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Secure systems</b> 	Have all the latest patches and updates on remote access solutions, computers and mobile devices such as tablets and phones been installed?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the security of computers taken home and mobile devices such as tablets and phones centrally managed using desktop and mobile device management solutions?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the security of any personal devices used by staff for work (BYOD, Bring Your Own Device) appropriately configured and/or managed by the organisation?	<input type="checkbox"/>	<input type="checkbox"/>
	Is all relevant business data, including data that staff might work on locally on their computers at home, still included in company backups?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Secure environment</b> 	Is the local Wi-Fi network of staff working at home securely configured?	<input type="checkbox"/>	<input type="checkbox"/>
	Is any printed or written information disposed off in a secure manner such as shredding?	<input type="checkbox"/>	<input type="checkbox"/>
	Do the home offices of staff have sufficient physical security such as doors and locks?	<input type="checkbox"/>	<input type="checkbox"/>



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