

Hybrid Work Norm Guidelines

Summer 2022

QUIZ: WHAT TYPE OF MEETING MAKES SENSE FOR YOU?

Consider the factors below and utilize the following two flowcharts to determine what type of meeting makes sense for you and your team.

Meeting's Primary Purpose:

- Task-based
 - Updates, presentations, technical training, strategic planning, etc.
- Relationship-based
 - Team-building, performance reviews, leadership development, conflict mediation, stakeholder meetings, etc.

Goal Complexity:

- Low, Moderate, or High
- Consider emotional complexity, range of interdependence, and need for intervention
- A type of meeting can have different complexity depending on topics/activities (like a Workday versus DEI training, or trivia break versus yoga class).

Group Size:

- Small (3-8), Medium (8-20), or Large (20+)

Facilitation /Tech Support:

- Person designated to monitor chat, manage slides, troubleshoot tech issues, etc.
- Request GSE IT support for complex meetings beyond team's abilities. Make sure to follow their request process and receive confirmation.

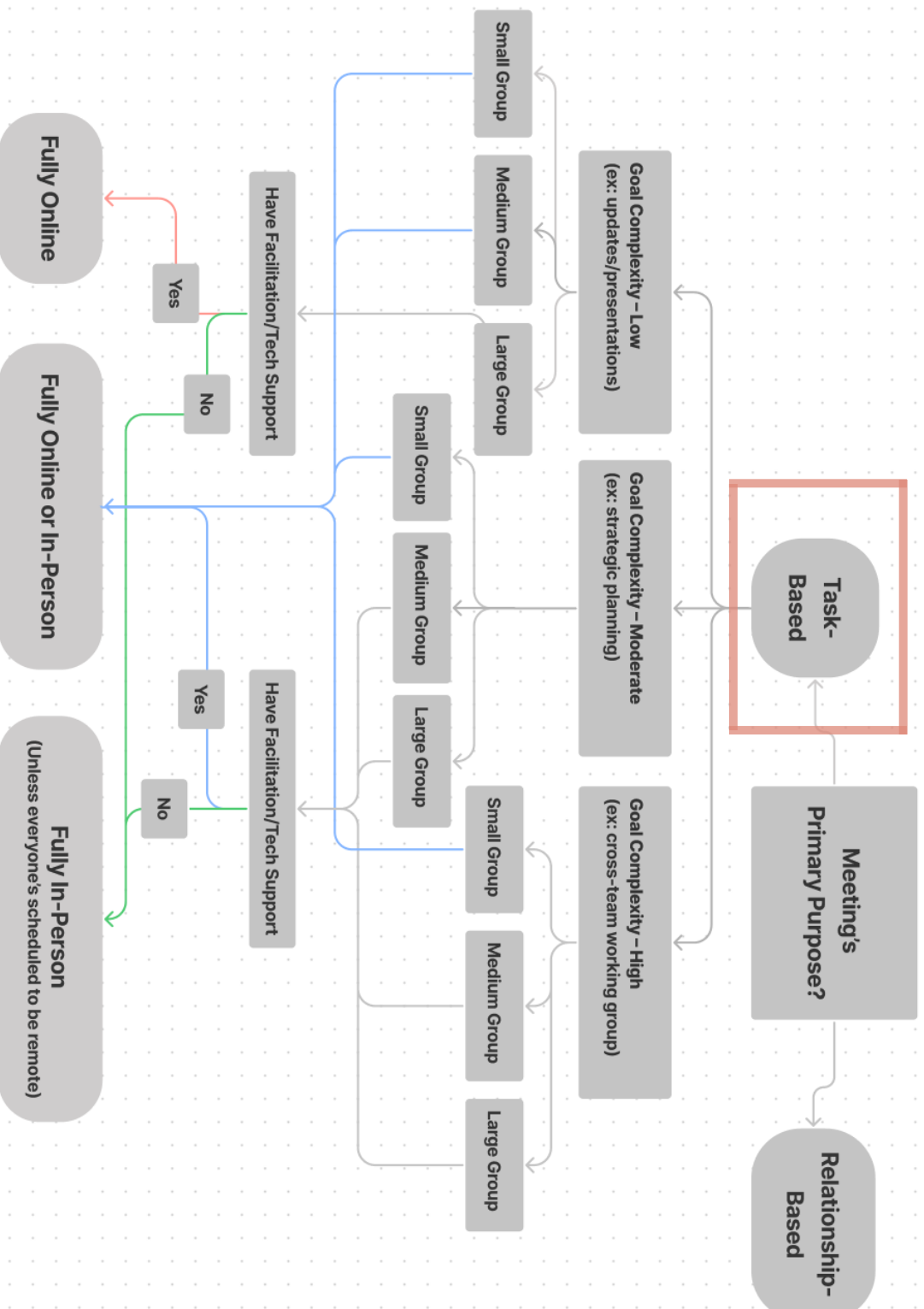
For more tip-sheets and information on the following Hybrid Work Norm Guidelines, go to [GSE HR's Learning & Development webpage](#):

- Overview
- Knowledge-Sharing
- Communicating Schedules
- Setting up Meetings
- Quiz: What Type of Meeting Makes Sense for You?
- Online Meetings
- In-Person Meetings
- Hybrid Meetings

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