

Hybrid Work Norm Guidelines

Summer 2022



Penn strives for a diverse workplace where people are engaged, connected, and thriving. To enable this, we support hybrid work models in alignment with institutional needs.

After much feedback from the GSE community and external research over the past two years, this guide is here to help you establish norms for what can best work for your team's hybrid setup.

OVERVIEW OF BEST PRACTICES

Knowledge-Sharing

- **Guiding principle:** To ensure that all team members understand their collective responsibility in knowledge-sharing and management

Communicating Schedules

- **Guiding principle:** To develop a communication plan on sharing work locations and availabilities to support connection and productivity

Setting up Meetings

- **Guiding principle:** To be as organized, engaged, and inclusive as possible for one another in meetings, no matter the format
- **Quiz: What Type of Meeting Makes Sense for You?**
- Online Meetings
- In-Person Meetings
- Hybrid Meetings

For these tip-sheets and more information, go to [GSE HR's Learning & Development webpage](#).