Many workplaces are transitioning to a hybrid environment (in-office, remote, telework). Here are some tips for driving high levels of performance and engagement:

### Self Management
- Properly manage your time to include planning, work, and preparation for organized and productive meetings.
- Demonstrating a healthy work/life balance (e.g. not scheduling meetings during lunch, using annual leave, etc.) will empower employees to emulate your positive work/life behaviors — leading to higher productivity and increased employee wellbeing.

### Communication
- Host Q&A sessions at the end of Town Hall meetings or through agency intranet/forum pages.
- Encourage Office Hours for management and employees to address concerns.
- Be open and receptive to feedback from those trusted partners within your organization.

### Delegation and Autonomy
- Trust is garnered when senior leaders “widen their circle of decision makers;” Delegate downward and collaborate with others to allow for natural professional development and increase your capacity to handle challenges.
- Clearly state expectations, highlighting strategic alignment, then allow for autonomy to garner bidirectional trust.

### People Focused Management
- Get away from the mindset of management by observation; Focus on the what and how of work achievement instead of where or when.
- Allow for collaboration and encourage cross training for employee development and natural succession planning.
- Do analysis to ensure all employees are fairly evaluated, receive timely feedback, have access to the same opportunities, and have all resources required for success.

### Use Resources and Train
- Leverage technology to fill gaps in communication and collaboration.
- Seek out free training and resources from other Federal agencies, job-specific associations (SHRM, CFO Councils, Leadership Council), and local universities or partners.
- Utilize internal SMEs to host agency-wide training sessions to increase knowledge and accountability for managers and employees.

### Develop Agile Culture and Hybrid Workplace
- Plan your transition to a hybrid office (tech-ready to enable meetings that smoothly join in-office and remote workers).
- Update policies/practices/training to incorporate flexibilities (Telework, Remote Management, IT Systems, Security).
- Develop strategies to maintain resiliency for future uncertainty and a changing workplace.