

# Successful Hybrid Working: Make the right choices to shape your project management career

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**The world of work has undergone a significant transformation, and hybrid working has emerged as a buzzword in professional circles.**

As we gradually transition from the era of traditional office-based work, it's crucial for project managers to navigate the potential challenges and embrace the opportunities that hybrid working presents. In this edition of our newsletter, we dive into the ways hybrid working can both support and hinder your career as a project manager. And the tools, mindset and technologies that you can employ to get ahead. [The Harvard Business Review](#) talks about the 5C's Challenges of hybrid working – Communication, Coordination, Connection, Creativity, and Culture. Follow the link to find out more.

*Keeping projects organized, informed, and focused is more important than ever before.*

## **The Benefits of a Hybrid Working Model for Project Managers:**

1. **Enhanced Flexibility:** Hybrid working provides project managers with the flexibility to choose when and where they work. This newfound freedom allows for improved work-life balance, reduced commute times, and the ability to adapt to personal commitments more easily. It fosters a sense of autonomy, empowering project managers to manage their time efficiently and take ownership of their projects.

2. **Increased Productivity:** Studies have shown that hybrid working can boost productivity levels. With the freedom to create a personalized work environment, project managers can optimize their surroundings for maximum efficiency. Whether it's working from a home office or a co-working space, eliminating distractions and tailoring the environment to suit individual preferences can result in focused and productive work sessions.
3. **Diverse Talent Pool:** Hybrid working erases geographical barriers and opens doors to a more diverse talent pool. As a project manager, you have access to a broader range of skilled professionals, regardless of their physical location. This can enhance the diversity and expertise of your team, leading to more innovative and successful projects.

### **The Challenges of a Hybrid Working Model for Project Managers:**

1. **Communication and Collaboration:** While hybrid working allows for increased flexibility, it can pose challenges when it comes to effective communication and collaboration. Remote team members may feel disconnected from in-person discussions and decision-making processes, potentially leading to miscommunication or a lack of alignment. As a project manager, you need to be proactive in implementing robust communication channels and fostering a culture of inclusiveness to mitigate these challenges.
2. **Maintaining Team Cohesion:** Building a cohesive team dynamic can be more challenging in a hybrid working environment. Informal interactions and impromptu brainstorming sessions that often occur in physical office spaces are harder to replicate virtually. Project managers must invest in team-building activities, both online and offline, to foster a sense of unity, trust, and camaraderie among team members.
3. **Managing Work-Life Boundaries:** The flexibility of hybrid working can blur the boundaries between work and personal life. Project managers may find it challenging to disconnect from work, leading to burnout and reduced well-being. Establishing clear work-life boundaries, setting realistic expectations, and promoting self-care practices are essential for maintaining a healthy work-life integration.

### **Striking the Balance:**

To leverage the advantages of hybrid working while overcoming its challenges, project managers can employ several strategies:

1. **Communication and Collaboration Tools:** In a hybrid working environment, effective communication and collaboration are vital for project managers to maintain team cohesion and drive project success. To ensure good communication, establish clear channels of communication, both synchronous and asynchronous, that facilitate regular updates, discussions, and decision-making. Leverage video conferencing, instant messaging, and project management software to bridge the gap between remote and in-person team members. Encourage open and transparent communication, ensuring that everyone has a voice and feels included in discussions. Implement regular check-ins, team meetings, and virtual brainstorming sessions to foster collaboration and innovation. Utilize collaboration tools that enable real-time document sharing, version control, and task management to streamline workflows and ensure alignment. Provide training and support to team members on using these tools effectively. Regularly evaluate the effectiveness of communication and collaboration processes, seeking feedback from the team and making necessary adjustments to improve efficiency and productivity. By prioritizing clear and inclusive communication and leveraging collaboration tools, project managers can overcome the challenges of hybrid working and foster a cohesive and collaborative team environment.
2. **Flexible Work Arrangements:** In a hybrid working environment, project managers can leverage flexible work arrangements to enhance productivity, job satisfaction, and work-life balance. Encourage team members to explore different work arrangements that suit their needs and preferences, such as a combination of office and remote work, flexible working hours, or compressed work weeks. Foster an open and inclusive culture that supports flexibility and respects individual work styles. Implement clear guidelines and expectations to ensure seamless collaboration and communication within the team, regardless of the chosen work arrangement. Provide the necessary tools, technologies, and resources to enable remote work and ensure effective virtual collaboration. By embracing flexible work arrangements, project managers empower their team members to optimize their productivity, increase job satisfaction, and achieve a healthy work-life integration, ultimately contributing to the success of projects and the overall well-being of the team.
3. **Emphasize Outcome-Based Performance:** In a hybrid working environment, project managers can effectively emphasize outcome-based performance to measure success and drive results. Rather than focusing solely on hours worked or physical presence, shift the focus towards the outcomes and deliverables of projects. Clearly define project goals, milestones, and key performance indicators (KPIs) to align expectations and measure progress. Set realistic and measurable targets for both individual team members and the project as a whole. Regularly evaluate and communicate progress towards these goals, emphasizing the impact of achieved outcomes on the organization's success. By promoting a culture of accountability, ownership, and results-driven performance, project managers can inspire their teams to excel and achieve exceptional outcomes. Recognize and celebrate accomplishments to reinforce the value of outcome-based performance and motivate continuous improvement.

4. **Maintaining Visibility in a Hybrid Working Environment:** In a hybrid working setup, maintaining visibility becomes crucial for project managers to showcase their contributions and ensure career growth. With less face-to-face interaction, it's essential to be proactive in showcasing your work and staying connected with key stakeholders. Leverage virtual communication platforms to share progress updates, milestones achieved, and project successes. Engage in virtual meetings, networking events, and industry conferences to expand your professional network and stay up to date with industry trends. Actively participate in virtual team discussions, offering insights and solutions to demonstrate your expertise. By actively maintaining visibility, project managers can enhance their professional reputation and create opportunities for career advancement.
5. **Adding Value through Your Work:** In a hybrid working environment, project managers have the opportunity to add significant value to their projects and organizations. By taking a proactive approach and going above and beyond expectations, project managers can make a lasting impact. Actively seek ways to improve processes, streamline workflows, and identify innovative solutions to challenges. Collaborate closely with team members, leveraging their diverse skills and perspectives to drive creativity and efficiency. Stay informed about industry trends and best practices, continuously seeking opportunities to enhance your knowledge and skills. By consistently delivering high-quality work, exceeding expectations, and contributing to the overall success of projects, project managers can establish themselves as valuable assets to their organizations, paving the way for career advancement and recognition.

Hybrid working presents project managers with a double-edged sword. By embracing its benefits and effectively managing its challenges, project managers can unlock new possibilities for career growth and success. Adaptability, open communication, and a focus on work-life balance, alongside ensuring adequate visibility and demonstrating your unique value on any given project, will be the keys to thriving in this evolving work landscape.

Implement the suggested recommendations today – and ensure you thrive as a project manager and stand out from the crowd in your organization.

**To download a PDF focused on successful hybrid working, [click here](#).**

Wishing you another week of continued PM career growth!

Warm regards,



**Nicola Benjamin**