Hybrid Work Accelerator

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WORK IS NO LONGER A PLACE

How have we changed

Before →

Now →

Before		Now
Working time 9-5		Working anytime 24/7
Communication through e-mail		Communication through Collaboration
Defined work	Do your employees have the right tools for a the new hybrid world	Defined Outcome
Focused on Knowledge		Focused on Adoptive Learning
No Flexibility		More Flexibility & Agility
Hoarding information		Shares information
Worked in physical Office		Virtual Office
Working on Office Device		Working on Any Device
Corporate Learning & Teaching		Learning at own pace

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What do employees want?

How often would you like to work from home, from 2022 onwards?

Rarely or never	22%
1 day per week	10%
2 day's per week	20%
3 day's per week	20%
4 day's per week	9%
5+ day's per week	19%

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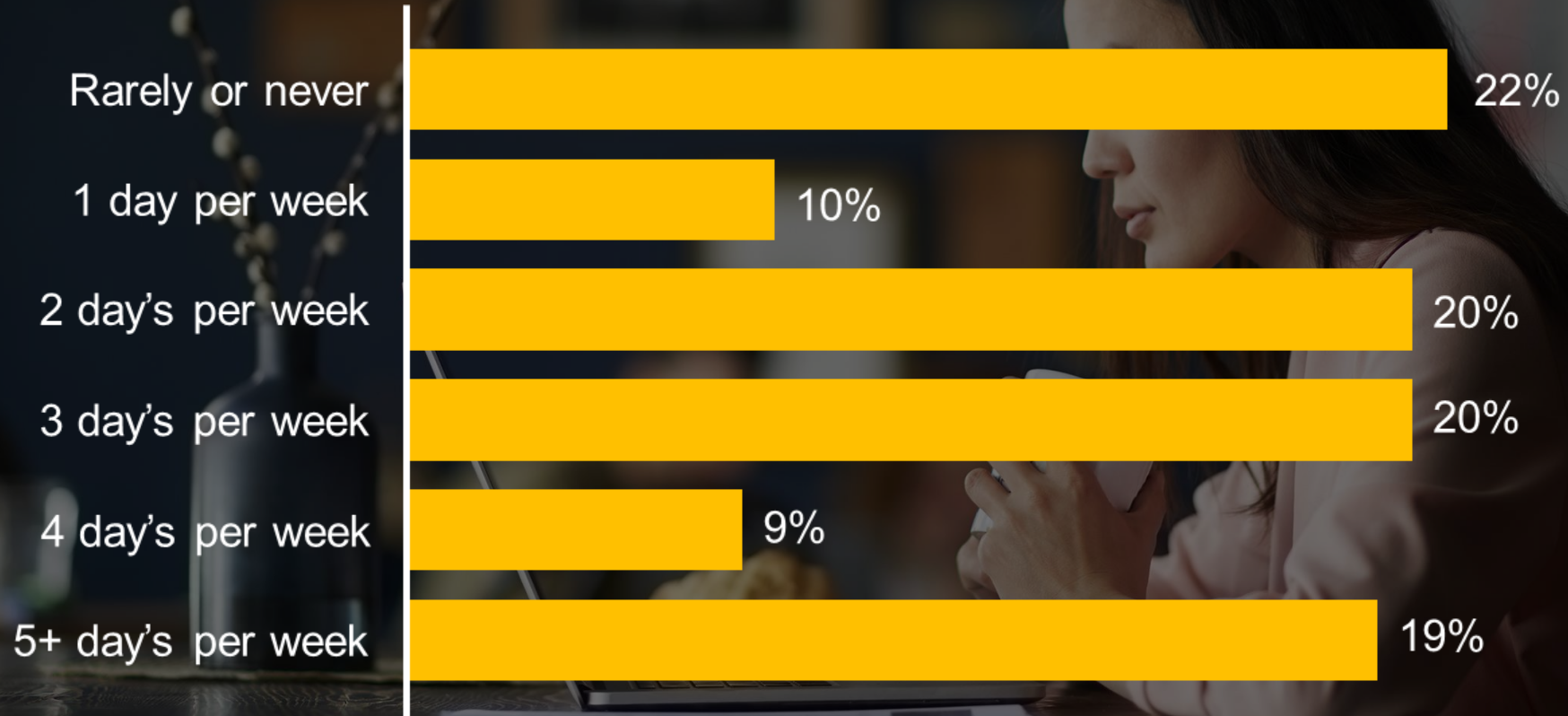
Productivity at home

How has your productivity when working from home been affected?

Much less efficient	Substantially less efficient	Less efficient	No Difference	More efficient	Substantially more efficient	Much more efficient
5%	7%	9%	49%	16%	9%	4%

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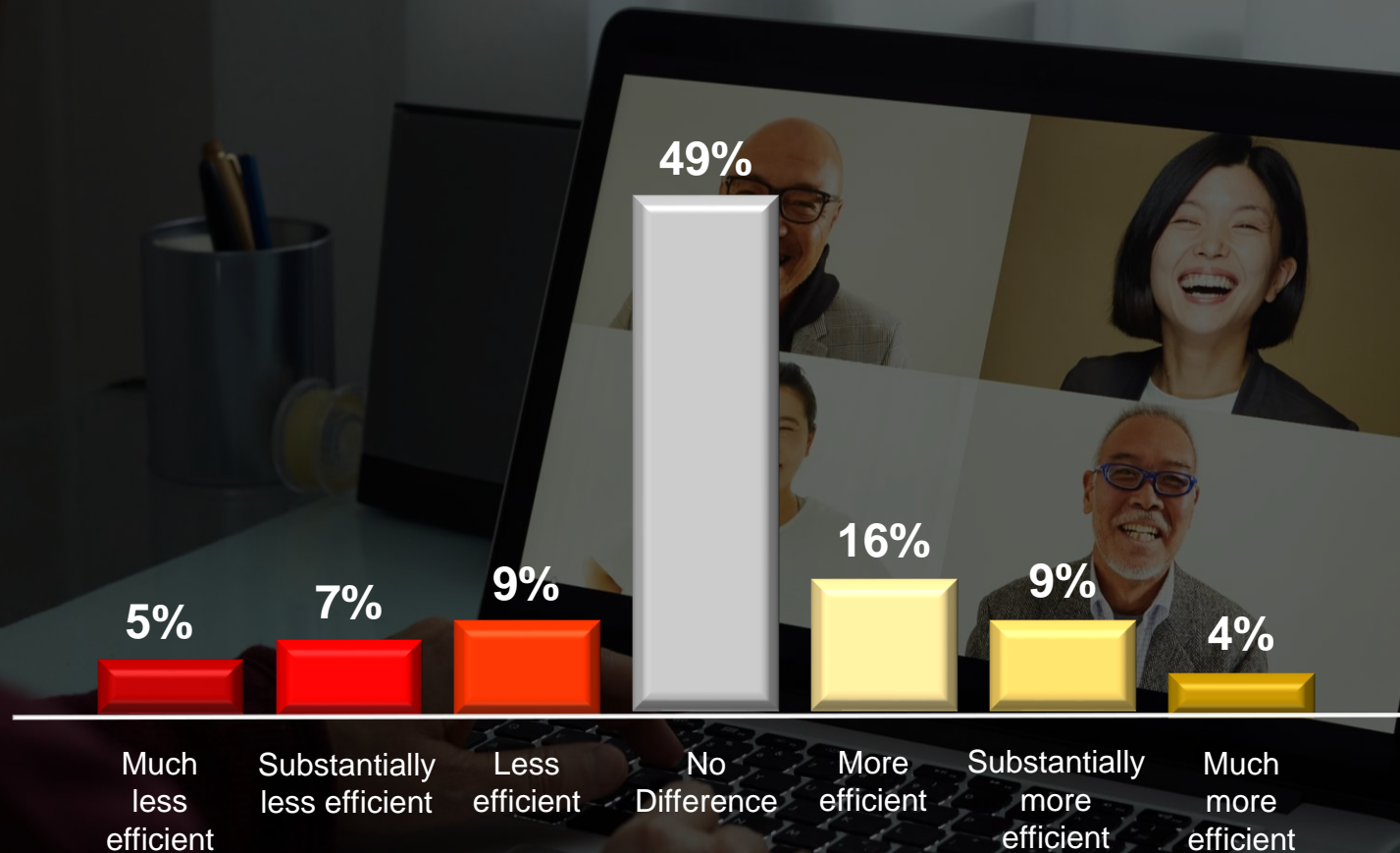
Employee Experiences

Perfect

Remote Worker
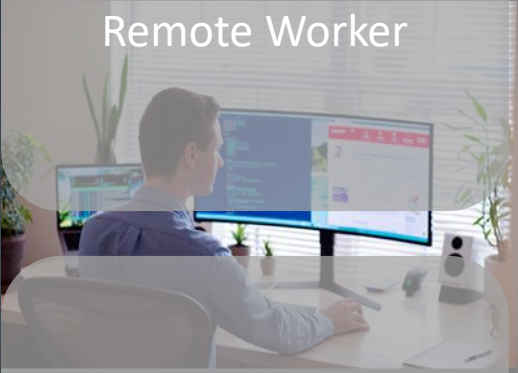
Hybrid Worker

- Remote Working established
- No Childcare
- Home Office
- Fast Internet Speed

Onsite Worker

Chaos

- Rush to establish remote work
- Home Schooling
- Not enough technology to meet demands

Isolated

- Living alone
- Joined remotely
- Work, Sleep and eat in the same space
- No set desk

Key Worker

- Front line worker
- Unable to work from home
- Commuting
- Safety Challenges

Why employees choose to work in an office and at home

Rank	Full time in the office	1 or 2 days at home
1	Working where I have access to what I need	Working where I'm most productive
2	Working where the best technology is	Health Concerns
3	To have a better workspace set up/arrangement	Working where I'm most comfortable
4	Access to specific people	Avoiding Distractions
5	Working where I'm most visible and noticed	To have a better workspace set up/arrangement
6	Working where I'm most comfortable	Access to specific people

29% of employees say the lack of suitable equipment will drive them to work from an office**

Employees choose the office for access, and the best technology. They choose home for convenience and safety. To successfully adopt a hybrid working model you need to provide the balance of both

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How to provide an Inclusive and Accessible Workplace

	Permanent	Temporary	Situational
Touch	One arm	Arm injury	New parent
See	Blind	Cataract	Distracted driver

	Permanent	Temporary	Situational
Hear	Deaf	Ear infection	Bartender
Speak	Non-verbal	Laryngitis	Heavy accent

A Framework For Hybrid

Hybrid Work Model

People

- ❖ Employee Experience
- ❖ Accessibility
- ❖ Digital Skills
- ❖ Learning

Space

- ❖ Balance Virtual & Physical
- ❖ Restructure the Physical
- ❖ Data is a friend

Process

- ❖ Policies to enable flexible working
- ❖ Synchronous and asynchronous collaboration
- ❖ Autonomy & Integration

Technology

Secure → **Inclusive** → **Cloud Enabled**

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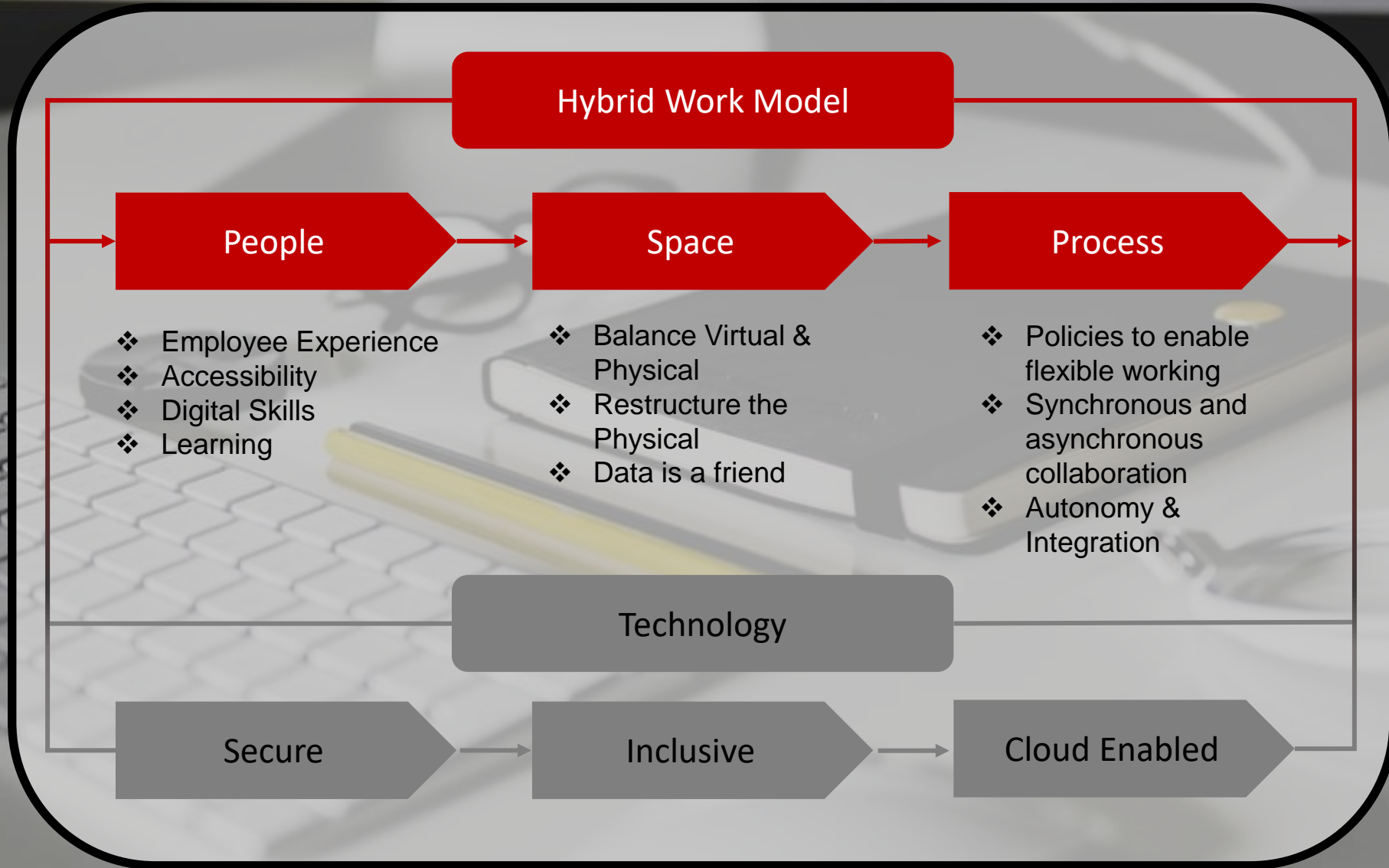
Different types of Work Patterns

Week by Week
Employees work one week remotely and one week onsite

The At-Well Model
Individual Users decides on a day to day basis what is best for them

Shift Work
Employees work shifts onsite and offsite

The Split Week Model
Employees can work from home for part of the week and onsite for the rest

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Environmental Impact of Hybrid Work

Environmental Considerations

Recognise Employee Experience / Behaviours

Utilities
- Water
  - Install a Smart Meter
  - Water saving devices
- Energy
  - Switch energy Supplier for a greener one
  - Energy use planning
    - Turning off lights
    - Not overcharging devices
  - Install Insulation

Food
- Cooking
  - Conserve water for tea and coffees
- Diet
  - Increase plant based meals
- Food Waste
  - Eat leftovers for lunch

Waste
- Bins
  - Recycle More
  - Visual Clues on Bins

Technology
- Consumer Electronics
  - Reduce home or office duplicated devices
  - Extending battery life by introducing long life batteries
  - Set-up automatic Sleep mode for Laptops and computers
- Usage and Data
  - Cut unnecessary onsite meetings
  - Take online meetings with no video
  - Reduce document Sharing via email

Travel
- Commute
  - Walk or cycle to run errands
  - Adopt active commutes, cycle or walk
- External Meetings
  - Factor carbon Footprint into in Person meetings
  - Utilise Eco friendly public transport

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UN Sustainability Goals

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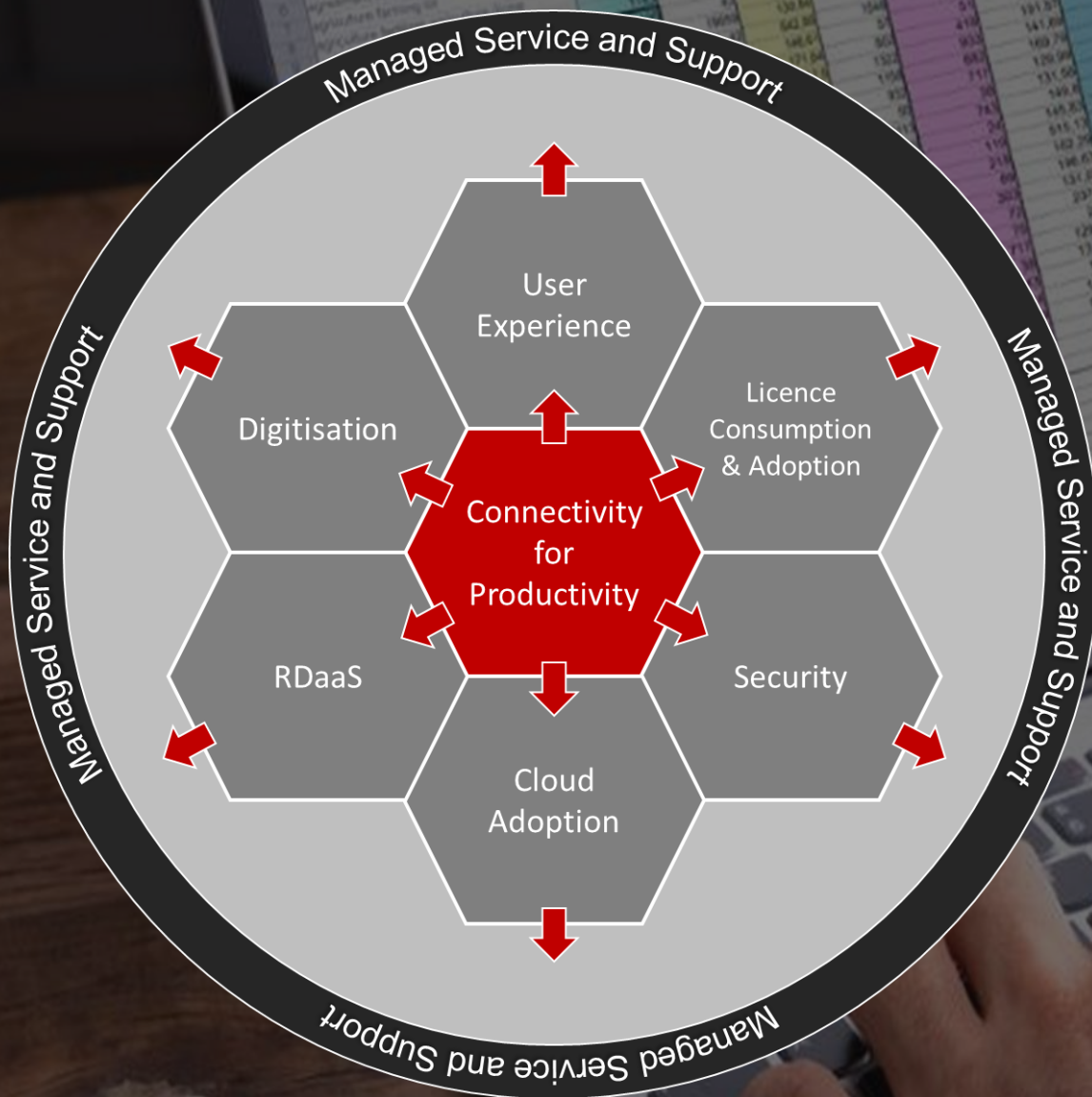
From **Connectivity for Productivity**, through to the underpinned **Managed Service** – Ricoh provide the Digital Services to support the Hybrid World

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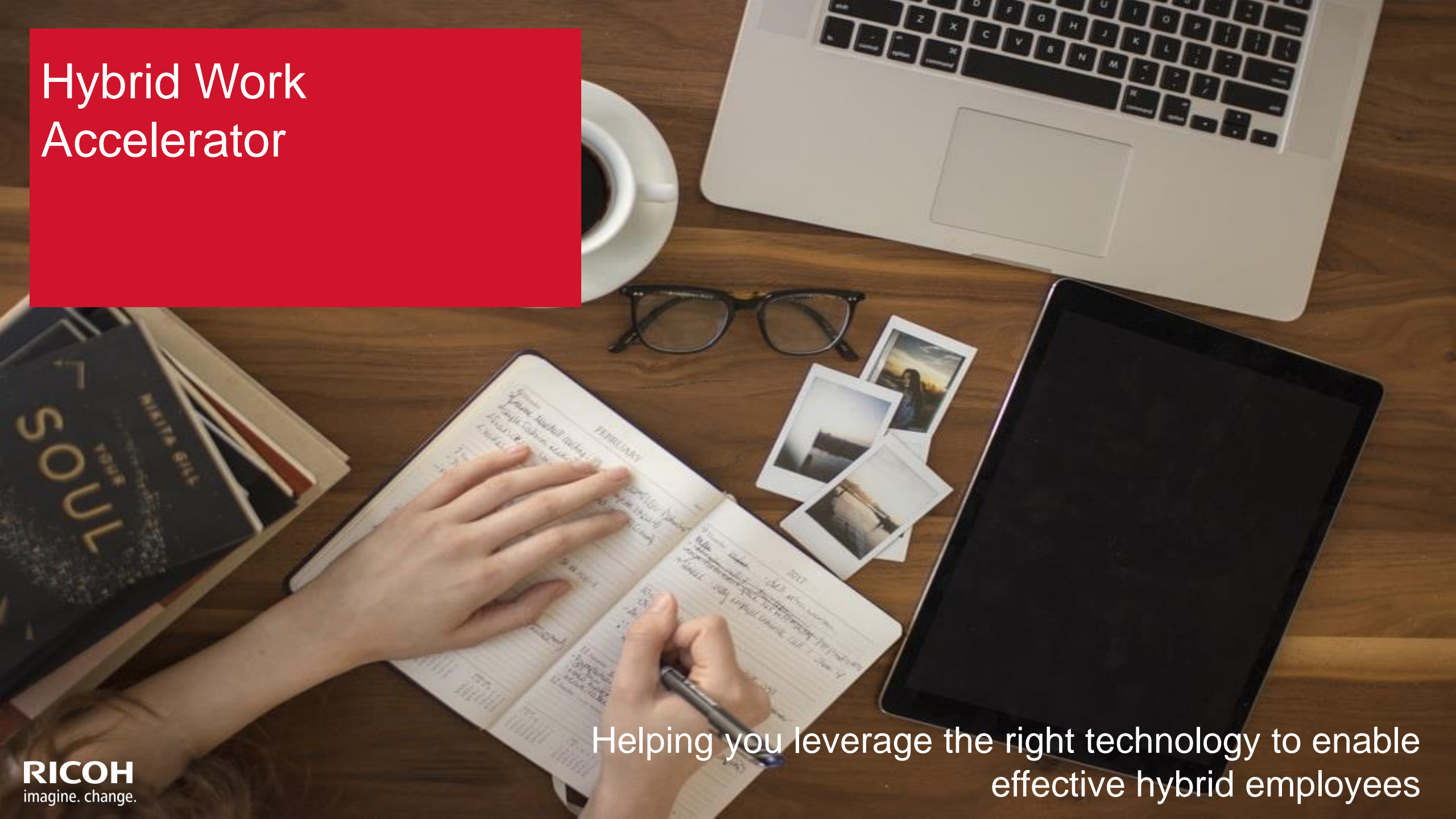
Helping you leverage the right technology to enable effective hybrid employees

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Hybrid Work Accelerator

Agile and Remote Working Analysis | Licence Reviews | Accessibility Analysis

Equipment Currently used

Home Working

Office Working

How I Work

Communication

Document Access and Sharing

Data Access and Usage

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