

MD+ HRF Update Meeting – Group Breakout Key Takeaways

Overall key HRF “aha” moments

- HRF is key for Work Life Balance
- There is no one “right” answer.
- Teams meetings need to be managed well – can be tiring
- Office vs. home productivity can vary by person
- Different motivators for different people
- Management is a team sport – it takes a village
- Adaptive leadership is key.
- Younger staff prefer to work in the office if senior staff are present. Leaders need to commit to some days in the office
- 1:1’s check-in’s work really well
- Allow flexibility to avoid peak traffic times
- “Overcommunication” and making the explicit implicit is important
- Technology such as the rally bars, Owl, etc. are helpful to the HRF experience
- Building trust with new hires is important

Challenge	Potential Solutions
Getting employees back into the office	<ul style="list-style-type: none"> • Take employees who are in the office out for an impromptu lunch • Bring lunch in and announce to draw people in that day • Schedule some in-person training, which also provides social time • Provide plenty of notice when in-person meetings are required • Provide the “why” in-office time is important • Brainstorm as a team – what activities are better in-person, which work better remotely – promotes buy-in • Ensure a good balance of senior to junior staff in the office
Time and motivation to do 1:1’s with employees	<ul style="list-style-type: none"> • Schedule some in-person/office time • Provide “open office hours” for employees to reach out to you. • Incorporate “wellness checks” within 1:1’s to understand how employees are doing • Block time on your calendar to do 1:1’s
Connection within group and across groups	<ul style="list-style-type: none"> • Beers with the Boss

	<ul style="list-style-type: none"> • Schedule social activities – both within your team and in your office (w/ Activities Committee) – lunches, happy hours, fun activities
Managing virtual/hybrid meetings well	<ul style="list-style-type: none"> • Rotate the role of leading meetings • Keep meetings to 45 minutes • Take the beginning and/or end for social time, question of the day, etc. • Send out clear meeting agendas at least 24 hours before the meeting • Use Meeting Poll in Outlook • Use Mural for interaction • Use gatekeeping to ensure everyone is participating • Have clear expectations for whether cameras are or are not expected for a particular meeting • Use the Owl camera to better be able to see all team members
Onboarding employees	<ul style="list-style-type: none"> • Share the duty amongst Principals/senior staff members – imparting culture and knowledge • Ensure multiple team members are in the office on the day a new hire starts i.e. Critical Mass Mondays • Assign mentors – use Ignite Moore as a resource (found on the Hub)
Technology	<ul style="list-style-type: none"> • Schedule training on various systems we use to encourage use • Use Bluebeam and MSFT Whiteboard with drawing tablets • Use Mural for team brainstorming • Use the Owl for hybrid attendance meetings
Holding remote employees accountable	<ul style="list-style-type: none"> • Have clear/explicit expectations that are communicated to the employee with expected outcomes, milestones, due dates, etc. • Empower employees • Use mentors to assist in ensuring appropriate learning and productivity • Frequent check-in's
Technical reviews	<ul style="list-style-type: none"> • Allot some in-person time to complete • Block time on your calendar

Managing time	<ul style="list-style-type: none">• Block time to dedicate to 1:1 or team calls• Schedule time in the office when your schedule supports interruptions• Block time on your calendar for “focus” time and stick to it!
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