Self Reflection on readiness for inclusive hybrid environment in your organisation:

1. Dedicated technical support team available for the employees all the time ☐
2. Zoom/ Teams/ Slack regular training ☐
3. Training on Digital collaborative tools - Google, Microsoft, other systems ☐
4. Refresher training on digital & technical skills ☐
5. Conference room with a microphone, 360 camera ☐
6. Professional microphones and camera for people working from home ☐
7. Hybrid team meeting rules (like number per meetings per day; cameras on; the length; preparation etc.) ☐
8. Regular evaluation of the current hybrid processes and adjustment to needs ☐
9. Regular pulse survey (for example, every day, every month, or 6 months) ☐
10. New rules for team building processes ☐
11. New rules for working ☐
12. New events for gathering people together and allowing them to communicate freely on different subjects ☐