



# GUIDE ON

# "HOW TO..."



# **Strengthen Company Culture in a Hybrid Workplace post-COVID**

*"There is a difference between working  
together and working in the same office" -  
Simon Sinek*

# PREFACE

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To achieve how to successfully strengthen company culture in a hybrid workplace post-COVID, there is a number of other factors to consider that play a role in doing so. The guide is divided into sections on "How To..." implement, impact, improve, help, and focus on certain topics that partake in strengthening company culture.

I hope this helps!

I would like to thank everyone who helped me through this wonderful journey and your kindness will never be forgotten!



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# How to Implement a Hybrid Work Culture

It's vital to spend time thinking about how your organisation might adapt to a new WFH model. First and foremost, policies must be created that benefit all WFH employees and in-house team members, even if they differ slightly. Employees should treat each other as peers rather than as second-class people, as some remote teams do. To accomplish this, it helps to put yourself in your employees' shoes.

Consider what you'd value the most if you worked from home instead of in an office. Consider how you can create a positive work environment where employees feel valued no matter where they clock in. You could also wish to ask this question directly to your team members. People are attracted to the idea of being able to work from home, the office, or the possibility of both. Here are the possible difficulties (and solutions) of hybrid work - as well as a basic method to follow that will help you to create a hybrid work culture.

## Hybrid Work Pitfall 1: Up to 3 different types of employees

- Employees who want to only work in the office.
- Employees who want to always work from home.
- Employees who want to work in the office + work from home (hybrid).



Image Source

## Hybrid Work Pitfall 2: Employees act differently

When you have three diverse employee types, the second-order effect is that they all start thinking and acting differently. They all begin to make comparisons to one another. Here's a good overview of what people often experience 90 days after letting things develop naturally:

### Work in the office employees:

As a natural result of this, they begin to form their own culture, interact together, and begin rewarding and favouring one another. They also become irritated with remote employees who do not respond to their communications promptly, despite the fact that they receive prompt responses in the office. If the management team is present at the office, these individuals are perceived to work more and are rewarded appropriately.

### Work from home employees:

Remote-only workers in hybrid firms may feel like they're losing out on key discussions, office banter, professional connections, and career advancement. They are treated as second-class citizens. They are frequently correct.



## How to avoid these pitfalls

The most serious danger that hybrid work firms face is that their remote workers are treated as second-class citizens. Their workplace culture is divided into two tribes: those who are frequently in the workplace and those who are never in the office. Especially if the senior management staff is based in the office.

If you've been considering a "hybrid office" as a way to avoid having to be a "remote" company, think again. A hybrid firm must first and foremost function as a remote firm. Otherwise, remote workers would always be seen as second-class citizens, and regular office workers would inevitably establish a splinter culture that favours their own interests over those of others or those who wish to work from home will be faced with two options. They either go back to work, not because they want to, but because they need to in order to succeed at your firm, or join a wholly remote firm.

## Employees should have separate but equal benefits

One of the most significant disadvantages of this work style is the perception that certain employees are treated better than others. As a result, your company's perks need to be redesigned. The idea is to offer distinct but equal employee benefits to show your staff that they are valued regardless of where they work.



Image Source

### To do this:

Consider sending customised goodie packs to WFH employees. Give your remote workforce the same benefits as your in-house teams, such as catered lunches, free snacks in the break room, and birthday parties. Include a monthly lunch budget in their pay, give gift cards to popular lunch spots, send a happy hour gift basket or birthday surprise, and so on. These can make your staff feel as if they have access to the same business incentives as on-premises employees.

Organise virtual happy hours and team mixers. Encourage in-house and WFH teams to collaborate electronically so that everyone feels a part of a larger, more connected community.

Give each team member one-on-one time with their bosses on a weekly basis. This guarantees that every person, whether they work down the hall or across the globe, feels like their career is progressing rather than stagnating.

If you set aside time and money for these advantages, your employees will advance in their careers and thrive at your firm.

## Change your Communication Style to Asynchronous



Image Source

Asynchronous communication simply means that you will communicate with your team without expecting a prompt response. You'll provide team members with all the knowledge they need to perform a task and let them go at their own pace.

Employees can then respond to questions or provide status updates at a later time without needing to be online all the time. You can also urge your staff to give daily updates once they've completed their work.

This is a beneficial adjustment for both remote employees and in-house team members since it allows them to work uninterrupted without the stress or anxiety of always being connected. Instead of being locked in limbo, people can get on with their lives. Managers score increased staff performance and fewer surprises/hiccups as a result of this. They also don't have to micromanage to stay on track with project deadlines.

### To do this:

By adding comments, resources, and other supporting pieces of information to assignments, you can make the most of your project management tools. Team members should have everything they need to begin and complete work without having to wait for someone to respond.

This will allow your employees to operate independently and productively regardless of their location. They might even believe they're all working at the same place, even though that's not the case.

## Staying Flexible

Maintaining a high level of flexibility is critical for all employees, not just remote workers. The level of uncertainty throughout this pandemic is difficult to overestimate. Recognising coworkers' common experiences is also crucial to forging stronger bonds. Many people have hidden challenges, whether they are homeschooling their children or coping with other family-related concerns. As a result, it's critical to be mindful of the impact this circumstance may have on your employees' mental health.

Employees' hours may need to be changed to better meet their schedules. They could require longer time off. Alternatively, they may be required to leave the office or their home for a brief period of time. Make sure you're managing your staff fairly and accommodating all employees, regardless of their location. It doesn't have to be difficult to execute a mixed work paradigm successfully. It can benefit both you and your employees in a variety of ways, from higher productivity to a better work-life balance. However, you must take the necessary steps to ensure that everyone perceives the structure to be beneficial to them.



# How to Focus on Culture from a Leader's view

Since leaders have such a large impact on an organisation's culture, doing a good job of motivating people should be a key component of every leadership strategy. This can be accomplished in a variety of ways, but the following are seven that stand out:

**1) Be a role model for others:** There are no exceptions when it comes to those at the top emulating the culture they preach. If trust is ever betrayed, a sincere apology (and, depending on the circumstances, possibly even repercussions) must be delivered promptly.

**2) Keep an eye out for insights:** Sitting back for a few moments and taking in what's going on in the office can be quite instructive. Take note of minor aspects of the workplace and employee behaviour. When you take a step back, you might be amazed at how much you can learn.

**3) Assist in the creation of an open communication platform:** Answers can be delivered on the spot when anyone at any level has access to engaging in Q&A sessions with senior leaders. This not only allows employees to be heard but also reinforces the company's aims and values.

**4) Take action based on the input you've received:** Asking for input is just as good as the action you take afterwards. It won't go undetected if you pretend to be listening.

**5) Employees should be empowered:** More problem solving and innovation are possible in an autonomous culture. Employees who are trusted to contribute (and are held accountable) will exceed everyone's expectations.

**6) Remind employees that failure isn't the end of the world:** Failure is unavoidable, regardless of who you are. It simply signifies that risks were taken and that progress is taking place. Don't blame individuals for attempting; instead, encourage them to learn from their mistakes and improve the next time.

**7) Recognise a job well done:** Happy and productive employees are those that are freely offered praise at work. Employees are more loyal to their team and the firm as a whole when they realize their contribution matters, that what they do counts, and that their bosses take the time to appreciate them



Image Source

## Ways Leaders Can Recognise Excellence





# How to Impact Organisational Culture as a Leader

The desire to follow a leader's path is stronger than one may believe. Leaders should follow the Hersey and Blanchard Model to determine the type of leader they want to be. Here are five ways executives may influence the culture of the company.

## Spread Motivations

When you look up to someone as a leader, they become a directing influence in your life almost immediately. Can these individuals, however, be trusted to lead the way? Your goals and desires as a leader cascade down to your staff, who are the soldiers you hire to carry out your orders. Your organisational culture will undoubtedly respond to whatever motivates you.

The line between incentive and poisonous culture is razor-thin, and your boss has the power to push you over it. Leaders who are motivated by money and power attract employees who are similarly driven. Leaving a workplace culture where employees simply come to work for a wage. On the other hand, there are leaders who are driven by a sense of purpose. These motivate employees who share the same aim to give their all to the organisation's success.

Get to know your team if you want to get the most out of your leadership. Allow two-way communication to take place. Find out what motivates them. Listening to and incorporating your team's views and motivations will help them feel appreciated. These contented employees are the foundation of a positive organisational culture.

## Strong Visions

Any organisation's foundation is built on the vision of its leaders. These people create it, share it, and see it come to life. An effective leader communicates their values and perspectives on work to their employees, acting as a compass for them to follow. This knowledge empowers employees to work together as a team to carry out organisational strategies. It also ensures them that their activities are in the best interests of the company.

Integrity should be a part of your daily routine if you want to be the most effective leader. Put a clear mission in a position where it can be seen by both the company and the employees. This will allow employees to obey your orders without reservation, emotionally bonding them to your journey.



Image Source





Image Source

## Coaching

Leaders are coaches. Your workforce, like any other team, expects their leaders to make the winning plays. This entails much more than simply having a vision. It entails creating a framework that describes the goals, strategy, and specifics required to move your company ahead. These details could include your company's philosophy on quality work, what constitutes a healthy work environment, and corporate norms and rules. However, simply stating these facts is insufficient. Leaders should provide an example for others to follow.

Leaders must first make their decisions and actions visible to their employees in order to set the finest example. Your intranet can be a great area for you to communicate with your staff. You can opt to provide updates via a leadership blog, video, or by contacting and answering queries from employees in online forums. Whatever option you choose, your employees will gain a better understanding of your behaviours and follow suit.

## Responsibility

Employees must always know what is expected of them in order to effectively communicate the mission of their company. They must be aware of required production levels, business channels, and the appropriate image to project. Your leaders are in charge of enforcing these policies. Forming rules and enforcing them on employees is one of the most effective ways for executives to impact corporate culture.

Everything starts with communication. A large influence is played by detailed descriptions, easily available guides, and policies. In this case, delivering documents via an intranet can help leaders by centralising relevant forms and tracking them. Mandatory readings guarantee that employees recognize that they have received the necessary information. It is the leader's responsibility to restore order to the company when differences or concerns develop. Leaders must not only keep their employees accountable but also keep themselves accountable. The ability to admit mistakes and shortcomings is a big part of that.

## Morale

Leaders can only expect their staff to follow their lead because they are at the front. Time and over, the same errors are made. A person's habits are mimicked. The most important thing to remember is that attitude is contagious. Create a supportive environment. Tell your workers how good they're doing. Acknowledge faults while also offering advice on how to avoid them in the future. Don't forget that the foundation is made up of leaders. If they are not held accountable for their employees' morale, the culture of their company may crumble around them.



# How to Help Employees' Mental Health

Humans are social animals that need to stay in touch with one another on a professional and social level. Getting this balance right in the virtual office is difficult — too much touch can tire employees, while too little might leave them disengaged. The top management may address the psychological problems of a hybrid workplace by first determining how employees usually stay connected and then work with their teams to build a connection plan.

Here are some proactive activities you can take to better understand and analyse the mental health of your employees:



Image Source

## Recognise how your employees' mental health affects them

→ Make mental health training a requirement for your company's executives to assist them to become more aware of and invested in their employees' well-being.

→ Managers should receive training on what to do if they notice indicators of emotional distress or substance addiction.

→ Calculate the prevalence and expenses of untreated depression and alcohol and substance misuse at your company using mental health calculators.

→ To determine how your employees' health and stress levels affect their productivity, use questionnaires like the Work Limitations Questionnaire and the Brief Job Stress Questionnaire.

## Include mental health coverage in your health-care strategy

→ The Mental Health Parity and Addiction Equity Act is a law in the US that promotes equality in mental health and addiction treatment. It stipulates that insurance coverage for mental health conditions (including substance use disorders) must be comparable to that for other medical problems.

→ Plans that provide "phantom" mental health coverage should be avoided. Also, see how many psychologists and psychiatrists are part of the network.

→ To aid with out-of-pocket payments, offer a health savings account (HSA).



## Create a program for employee help (EAP)

To improve workplace mental health, several organisations implement an employee assistance program (EAP). Some employees may be hesitant to use this resource due to concerns about stigma and humiliation, as well as a lack of awareness about how these confidential programs operate. However, there are steps your firm can take to boost EAP usage.

- Provide direct phone and/or in-person access to mental health professionals.
- Employees and their close family members should have access to this resource.
- Make it simple for employees to figure out who to talk to or where to go for mental health help.
- Make it clear that your EAP can be accessed anonymously and for no cost.

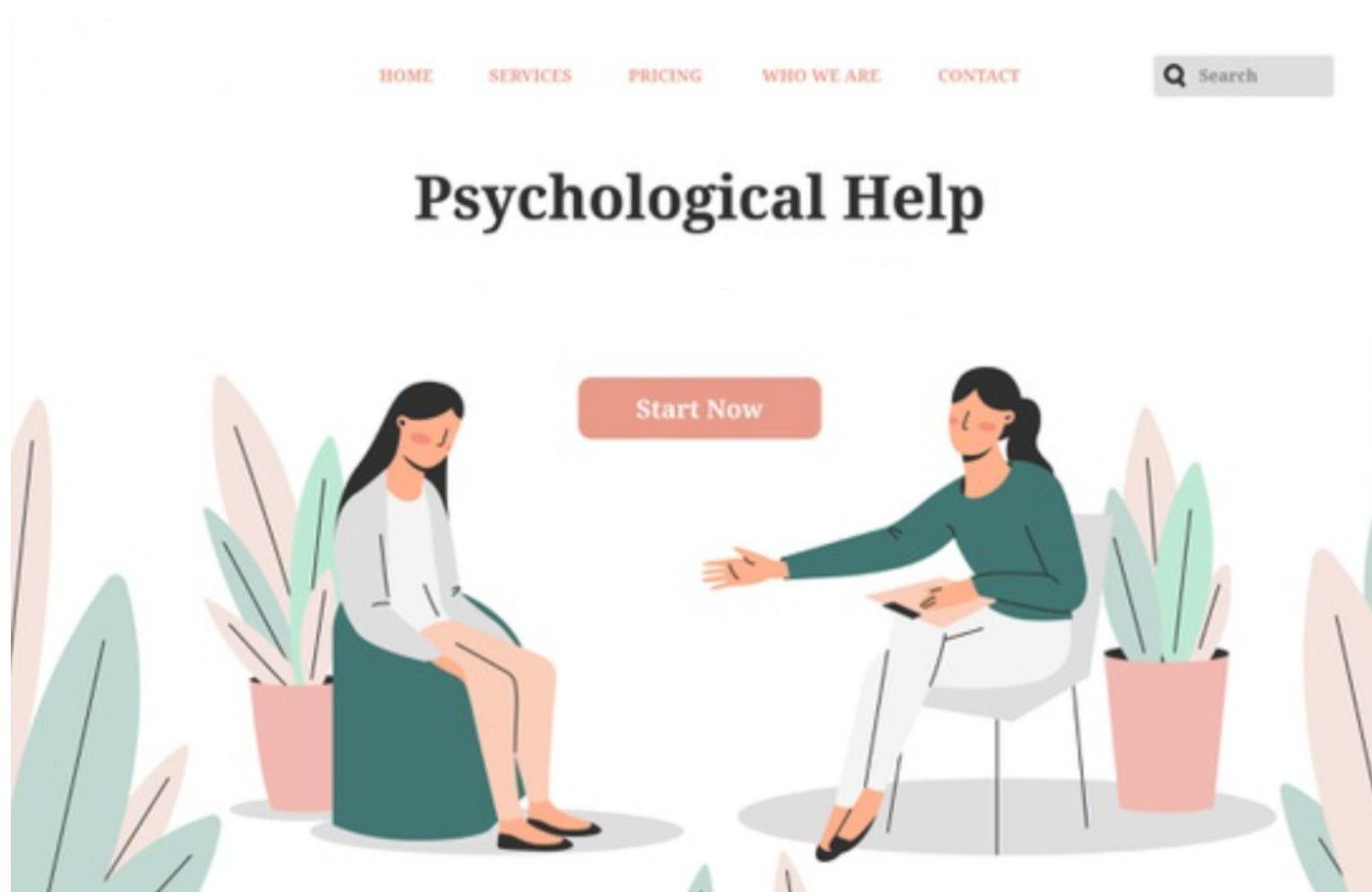


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For example - ICAS World

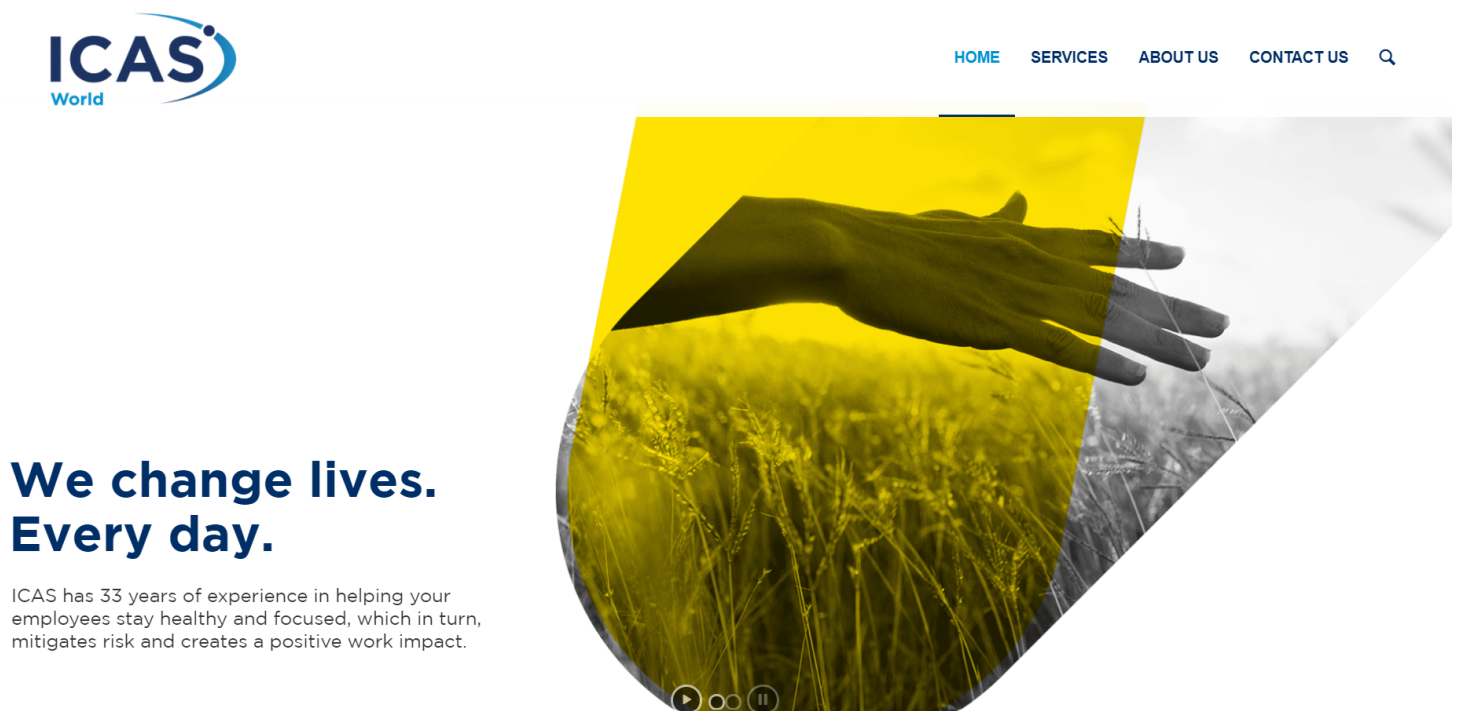


Image Source

### ICAS World

ICAS International is a prominent provider of employee assistance programs, health and wellness services, and critical incident support services around the world.

ICAS has 33 years of experience in assisting staff in staying healthy and focused, which reduces risk and improves productivity.

They deliver constant service at every place because of their extensive international network. While their programs and services may vary, depending on the cultural and linguistic needs of a particular place, they will always be of the same high quality, whether they are delivered in the bustling city of London in the United Kingdom or the secluded village in Papua New Guinea.

Their clinical governance and operational norms are overseen by their headquarters, ensuring that their employees and corporate clients receive the highest level of care and attention possible.

Their services include:

- Global EAP
- Crisis Management
- People Development



## To minimise stigma and enhance access to mental health resources, use communication

→ Mention mental health benefits and community resources before open enrollment. They should be promoted on a regular basis, such as in monthly mailings.

→ Ensure that your executives bring up emotional well-being whenever they discuss hiring new staff or creating an inclusive culture that allows people to bring their best selves to work.

→ Make workshops available for staff to learn more about mental health and resilience.



Image Source



Image Source

## Encourage well-being

→ Schedules for all employees should be as flexible as feasible.

→ Provide access to apps that can aid with sleep and stress management, e.g. **Moodfit** is great fitness for mental health.

→ Consider putting together a meditation space, mindfulness training, and/or yoga courses at your place of business.

→ Encourage your staff to take advantage of their vacation time. Some businesses do this by limiting the number of vacation days that employees can carry over to the next year.

→ Provide accommodations and design a return-to-work process so that employees who need to take a mental health leave of absence feel supported when they return.

**Finally, provide opportunities for employees to form bonds with one another through social events, affinity groups, and internet message boards.**



# How to Improve Diversity and Inclusion in the Workplace

According to workplace diversity statistics, most organisations must urgently examine factors of inclusiveness in order to establish a diverse workforce. Here are some benefits of diversity in the workplace.



## Inclusive Workplace Model

Businesses must consider components of inclusivity as part of their attempts to establish a diverse workforce. When employees feel compelled to hide or disguise key aspects of themselves at work, motivation, engagement, and employee retention and turnover rates suffer. For instance, consider the employee who is a native Spanish speaker but does not feel completely at ease using any language other than English in the workplace common areas. Or the Muslim employee who is hesitant to keep up his regular prayer ritual on corporate property.

You can create gender-neutral bathrooms and restrooms, as well as designated nursing rooms for mothers. (Mothers shouldn't have to reserve a meeting room or hide in the restroom.) A locked door, a comfy chair, closed windows, sufficient ventilation, and a dedicated refrigerator to hold pumped milk are all required in a nursing chamber.



## Acknowledgement of religious and cultural practices

Create a policy that recognises a wide range of cultural and religious traditions. This can be accomplished by concentrating on holidays and celebrations. Establishing a separate refrigerator to keep Kosher food items separate is a good idea. Some organisations offer "floating holidays" to satisfy all employees' religious inclinations. Employee retention benefits the organisation when employees are content with their work environment.

## Encourage a business culture in which everyone is valued, heard, and respected

Employees frequently leave employment because they believe their genuine selves and originality are not appreciated or recognised. Companies must ensure that all employees, regardless of age, gender, ethnicity, religion, sexual orientation, physical conditions, cultural background, or place of origin, feel included and valued. When employees feel "comfortable" to express their problems and opinions without fear of retaliation, they feel included.

Companies that have unrestricted freedom of expression are able to listen to, and actively embrace, other points of view. Investing in a worker communication platform is a wonderful way to do this. You can reach each employee on their favourite channel by combining all of your communication channels into one platform. You'll make your employees feel more linked to the company's wider activities and ambitions. You'll also benefit from unified analytics to better understand how to meet their demands and assist them in thriving. You'll also deliver an inclusive, tailored employee experience that allows all voices to be heard.

## Encourage a Variety of Perspectives

Inclusion must be considered in order for different points of view to stick at a firm. People from different backgrounds and generations might have dramatically different attitudes on a variety of problems. Embracing different ways of thinking can help generate ideas and gain meaningful feedback.



Image Source

## Evaluate your Executive Team

How diverse is your team? A company's senior management speaks volumes about its culture. Having a varied senior management team is critical. According to a Boston Consulting Group survey, there are just 24 female CEOs among the Fortune 500 businesses. Only three of the 500 CEOs are black, three are openly gay, and one identifies as a lesbian.



## Create a Workforce that is Multigenerational

Building a diverse and inclusive workforce requires a workforce that acknowledges and accommodates many generations. The elder millennials may not be as adept at using technology as their younger colleagues. This can be seen in communications techniques at work. Certain employees may prefer to use social media channels or group chat functions but employees from previous generations, on the other hand, maybe less enthusiastic about such communication channels.

Communications professionals can invest in a workforce communications platform to rapidly and efficiently produce and disseminate messages across channels preferred by employees; this will assist communicators in crafting messages that will appeal to all generations and drive engagement.

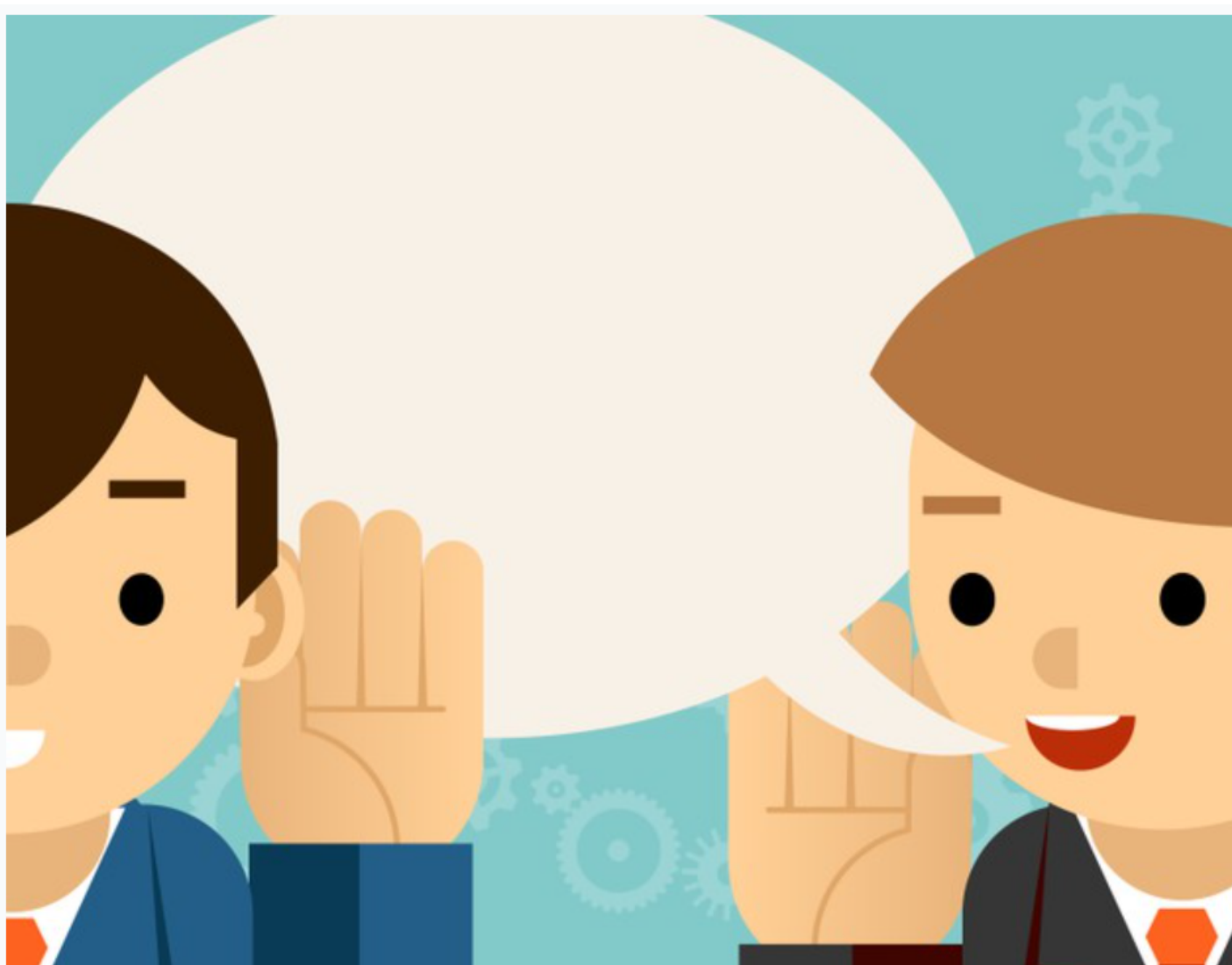


Image Source

## Personalise One-to-One Conversations

One-on-one conversations with employees' managers are one of the most effective approaches to learning what they care about. Top management must have an "open door" policy in order for these dialogues to be truly productive. Workers must feel free to express themselves honestly and openly. Authentic executive communications can help top management achieve this. Employees will feel more comfortable speaking up and trusting their leaders if they can see that they, too, are human.

## At everyday events, reflect everyone's wants and preferences

Many offices celebrate minor holidays (such as Halloween) or events such as birthdays in addition to holiday celebrations. Whenever you hold a work function, make sure to provide food and beverages that everyone can enjoy. Ask specific inquiries about preferences and provide a variety of food and beverage options. Make it clear to staff that these events are optional. Some employees may be extremely shy and panic at the prospect of company-sponsored karaoke night. This isn't to say that you can't have tiny, everyday festivities.

However, asking specific inquiries about preferences and providing a variety of food and beverage options can go a long way toward making such events more inclusive.





Image Source



Image Source



## Ethnic and Cultural Differences

Some individuals hold prejudice against people who have different ethnic, cultural, and religious backgrounds as their own.

### How to resolve:

Cultural sensitivities training and diversity awareness programs in the workplace can help address this issue.

Image Source



## Language and Communication

Language and communication barriers are ever-present in companies with a diverse workforce.

### How to resolve:

Language training for non-native English speakers can prevent miscommunication.

Image Source



An illustration of a man with red hair and glasses, wearing a grey suit and tie, sitting in a wheelchair. He is positioned on the left side of the graphic, which has an orange background. Behind him is a large, dashed white circle. To his right, the text is written in white.


## Physical and Mental Disabilities

Disabled employees often have a difficult time navigating through their workplace because proper accommodations as simple as wheelchair ramps are not available.

**How to resolve:**

Ensuring a fair and comfortable work environment for employees with physical and mental disabilities helps successfully create a diverse workforce.

Image Source

An illustration of a man and a woman standing side-by-side. The man on the left is older, with grey hair and a beard, wearing a dark suit and a red tie, and holding a brown briefcase. The woman on the right is younger, with brown hair in a ponytail, wearing a white blouse and a dark skirt, and also holding a brown briefcase. They are both smiling. The background is a solid blue color with a large, dashed white circle behind them.

## Generation Gaps

In some companies, there are more diversified age groups, from teenagers to senior citizens. As a result, social circles may be formed, and some workers may be isolated from the team.

**How to resolve:**

Create an open communication culture within your organization to help bridge the gap between generations.

Image Source



# How to Identify Company Culture

Job searchers may pick up on your company culture almost immediately, and it tells a lot about your team and what you value. Examine your current corporate culture and determine what is genuinely important to your firm, where you are aligned, and where you need to improve. While you have power over your company culture, bear in mind that the office dynamic will alter as new team members are hired, so hire for culture fit rather than fit for the culture.



Image Source

## Clan Culture

**Primary Focus:** Teamwork and Mentorship

In the sense that the firm feels like one big happy family, a clan culture is people-focused. This is a highly collaborative work environment in which everyone is appreciated and communication is prioritised. Clan culture is frequently combined with a horizontal organisation, which helps to tear down barriers between the C-suite and employees while also encouraging mentorship. These businesses are action-oriented and open to change, demonstrating their adaptability.

**Benefits:** Employee engagement is high in clan cultures, and happy employees make for happy consumers. Within a clan culture, there is a lot of room for market expansion due to its highly adaptive environment.

**Drawbacks:** As the company grows, it becomes more difficult to preserve a family-style corporate culture. Furthermore, a horizontal leadership structure can make day-to-day activities appear crowded and undirected.

**How to create this culture within your organisation:** The first step in cultivating a clan culture within your firm is to look to your personnel. Let your crew know that you're open to feedback because communication is crucial to a thriving clan culture. Find out what they value, what they'd like to see changed, and what suggestions they have for moving the firm forward. Step two is to consider their ideas and put them into action.





Image Source

## Adhocracy Culture

**Primary Focus:** Risk-taking and innovation

Innovation is at the heart of adhocracy cultures. Businesses are looking to create the next great thing before anybody else has begun to ask the proper questions. Employees are encouraged to think creatively and contribute their ideas. New ideas must be linked to market growth and company success since this sort of organisational culture falls under the area of external focus and distinctiveness.

**Benefits:** High-profit margins and renown are benefits of an adhocracy culture. Employees are kept motivated by the desire to break the mould. Professional development possibilities are also easy to justify with an emphasis on innovation and new ideas.

**Drawbacks:** Since risk is a risk, there's always the possibility that a new initiative won't work out and may even harm your company. As the need to come up with fresh ideas rises, adhocracy cultures can encourage competitiveness among employees.

**How to create this culture within your organisation:** It may be difficult to create an authentic adhocracy culture that includes a high-risk business plan, depending on your sector. Implementing strategy and holding brainstorming sessions, on the other hand, allows employees to discuss important ideas that can help the firm grow. Successful ideas are rewarded, which encourages teams to think outside the box as well.

## Market Culture

**Primary Focus:** Competition and growth

Profitability is a priority in market culture. Everything is measured against the bottom line; each position has a goal that is aligned with the company's overall goal, and employees and leadership roles are frequently separated by several degrees. These are organisations that are more concerned with external success than with internal contentment. Meeting quotas, hitting targets, and achieving outcomes are all important in a market culture.

**Benefits:** Market-oriented businesses are profitable and successful. Because the entire firm is externally focused, employees can rally behind and work toward a common goal.

**Drawbacks:** On the other hand, because every decision, project, and position inside the organisation has a number attached to it, it can be difficult for employees to engage meaningfully with their work and live out their professional purpose.

**How to create this culture within your organisation:** Start by assessing each position inside your company, as every facet of market culture is linked to the company's bottom line. Calculate the return on investment for each role and assign acceptable production goals. Consider paying high performers in order to promote more of the same.



# Hierarchy Culture

**Primary Focus:** Structure and stability

Companies that have a hierarchy culture stick to the old organisational structure. These are businesses that place a strong emphasis on internal organisation, with a clear chain of command and various management tiers that separate employees from executives. Employees are typically required to obey a dress code in addition to a rigid structure. Hierarchy cultures have a set of rules to follow, making them predictable and risk-averse.



Image Source



Image Source

**Benefits:** Hierarchical cultures have a defined direction since the internal structure is a priority. There are well-defined processes in place to meet the company's primary goals.

**Drawbacks:** The rigidity of hierarchical cultures gives a limited possibility for innovation, making these businesses reluctant to adjust to changing market conditions. Employee input is discouraged since the organisation takes precedence over the person.

**How to create this culture within your organisation:** The first step in creating a hierarchical culture is to streamline your operations. If there are any gaps in the chain of command, fill them. Take a look at each team and department to see if they have clear long- and short-term objectives.



# Examples

Let's take a look at how some of today's most successful organisations used culture to deal with the COVID-19 challenge.



Google is enabling employees to work from home until the end of 2020, putting employee safety first. It's also giving employees a \$1,000 work-from-home allowance to help with equipment expenditures. With the correct tools, employees will be able to build a more sustainable home office environment and interact more effectively. According to studies, 16% of remote workers suffer with the amount of distractions at home, but having a good workstation can assist.



In the middle of the global epidemic, graphics processing company NVIDIA accelerated its annual performance reviews by six months in order to give raises to its staff. To assist employees in managing their mental health, NVIDIA's HR team created webinars and online resources. NVIDIA provided 200 resources for education, virtual field trips, amusement ideas, and online storytimes for employees with children. This is an excellent example of a corporation going above and beyond to promote a positive work environment as well as a positive home environment.



Workday, a leading provider of financial management and human resource management software, gave its employees a two-week pay incentive to help offset the COVID-19 pandemic's unanticipated costs. It also increased the length of its Care.com childcare benefit to 15 days for anyone who required it, provided free access to a meditation software to help staff manage their mental health, and provided sick leave to anyone who contracted COVID-19. These initiatives demonstrate that Workday is concerned about its employees' mental and physical well-being, and that it recognizes that a happy workforce is more productive.



Target, as a critical company, prioritised employee safety during the pandemic. It gave all employees paid sick leave and provided high-risk employees 30 days of paid absence if they were afraid to come to work. Target also provided financial aid to employees, offering a \$2/hour wage raise to all employees working in stores from March through May 2 2020, as well as a matching scheme for those who wanted to participate.

# Myers Briggs Test



Myers Briggs Test is a questionnaire that reveals different psychological preferences in how people view the environment & make decisions. It attempts to assign 4 categories:

- Introversion/Extroversion
- Sensing/Intuition
- Thinking/Feeling
- Judging/Perceiving

It would be useful for companies to offer this personality test to recently hired employees to understand them better. Once the test is completed, there is an option to view the detailed results that reveal the personality type. This is beneficial for leaders to comprehend the type of people working in their team, so that they could act accordingly. For example, if an employee has a strong personality i.e., a bit of a diplomat, then the leader would need to understand that the employee is not trying to be rude but that's who she/he is.

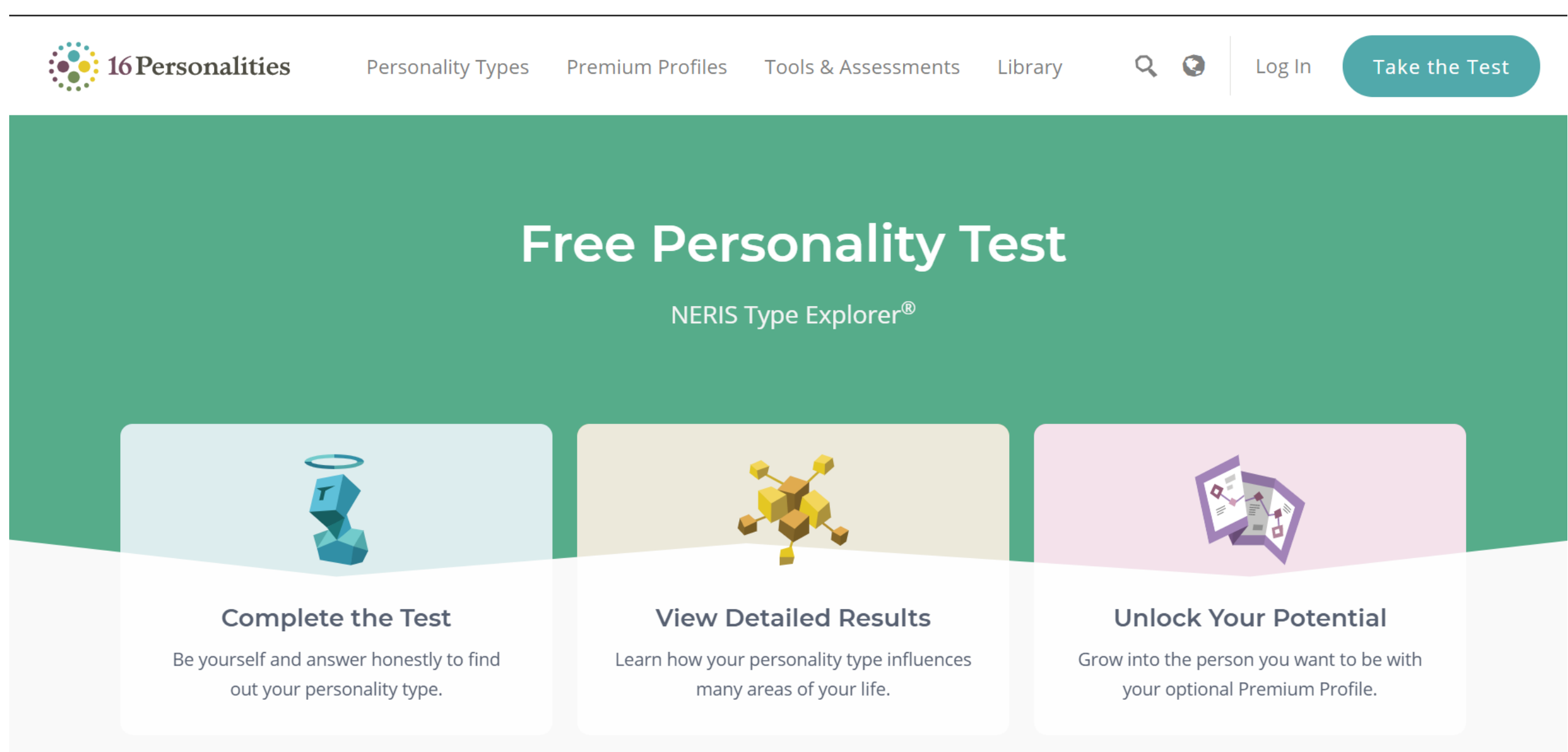


Image Source





Nayab is a soon-to-be university graduate from the Netherlands who decided to create this guide as a professional product for her thesis. She's a Tanzanian born Pakistani citizen who also lived in the USA and Canada in her younger years. Having lived in many countries over the years has urged her to spread awareness about the importance of cultural diversity and interpersonal relationships in the professional workplace.

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