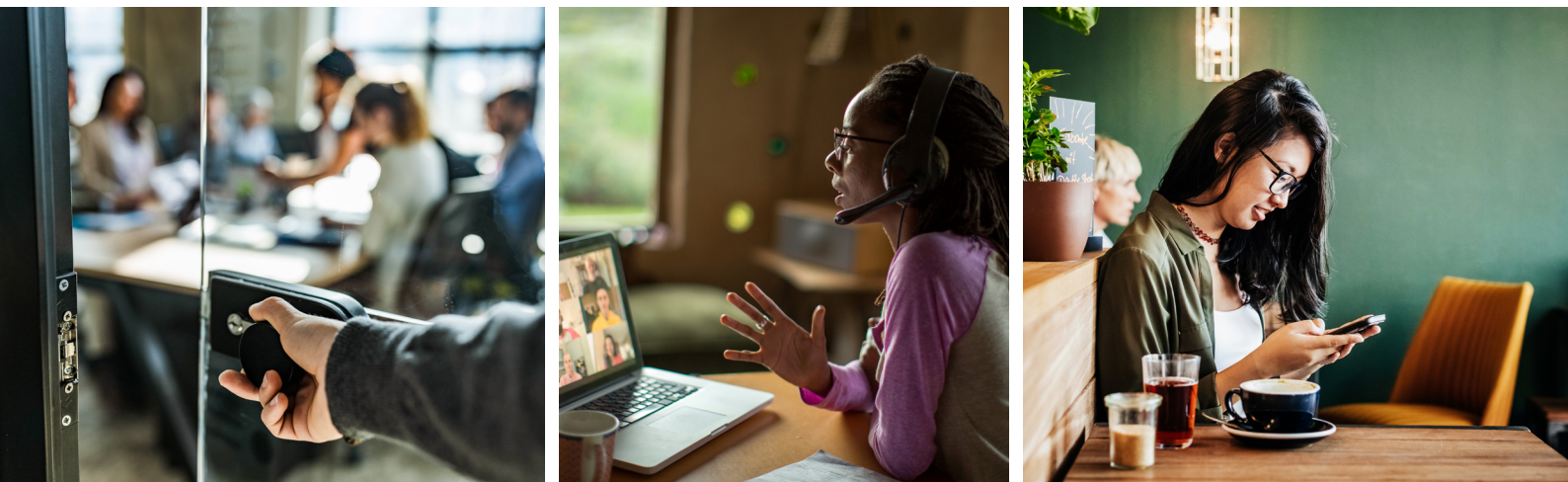


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Part time office attendance: who, when and how?

Three ways to manage office attendance with a hybrid workforce



Effective coordination

Successful implementation of the hybrid model requires effective coordination. Members of working teams will need, for example, to know when their colleagues are at the office, and where to find them.

Facility managers will need to keep the numbers as even as possible to avoid, for example, a midweek rush with consequent under-utilisation of the office on Mondays and Fridays. This raises the question of how much freedom companies should afford their employees.

Roomies vs Zoomies

While some managers may be inclined to let employees set their own schedules, others may prefer a centrally coordinated approach. The main risk, highlighted recently in an HBR article, is that a self-organising workforce may split into two camps: an office in-group and a home out-group, sometimes referred to as Roomies vs Zoomies.

Roomies will be more visible to management and therefore more likely to get promoted, while Zoomies (often women with young children) could get passed over for promotion due to their lack of visibility. Good leadership is needed to ensure the work force remains as productive, diverse and inclusive as possible.

Space consideration

When it comes to the physical space, many businesses feel they need to replan - to reduce the number of individual desk spaces and create more collaboration spaces. For some, this means reducing their total square footage, with the accompanying reduction in rents.

Three possible scenarios

1

Dynamic desk booking

In this scenario, employees decide independently which days they want to attend the office and can freely book their own workspaces. The advantage is that employees generally find a workspace on the days that they need. However, it may not be ideal for project-oriented organisations, since team members are not guaranteed a desk close to their colleagues.

2

Dedicated workspace areas

In this scenario, the office is divided into dedicated areas for different groups of people. Employees can book a desk in the dedicated space for their team or department, knowing their colleagues are sitting nearby. The issue here is that the whole space will rarely be utilised and there is little chance of cross functional collaboration. A variation on this theme is 'neighbourhoods' i.e. community areas rather than department or team-oriented areas. This adds a bit more flexibility. However, it could be hard to get a whole group together if the 'neighbourhood' only has e.g. 18 places and there are 25 people in the group. And, just as with dedicated workspace areas, it does not facilitate cross-functional collaboration.

3

Office access

In this case, employees are issued with an access ticket to enter the workplace, rather than a specific desk booking. They can book to attend on particular days, preventing overcrowding while still encouraging a dynamic, agile workplace. This system helps facility managers keep the numbers under control, but it does not specifically support colleagues who want to work together. A remote space reservation system would go some way towards solving this. Alternatively, or additionally, companies can redesign their office spaces to better facilitate and encourage collaboration.



Nimway puts people in the centre

Creating a well-functioning hybrid office and managing employee attendance successfully will require a customised approach for each organisation.

Whichever route you choose, the Nimway solution has features to support you - including space reservation, colleague finding, office access and bookable parking. At the same time, sensor data and analytics help facility managers monitor occupancy, and gather the insights needed for successful space adaptation.



To find out more about Nimway, contact contact@nimway.com

Or go to our website nimway.com