

MASTERING A HYBRID ENVIRONMENT: STRATEGIES FOR MANAGING TEAMS

Insights from NIU's Office of Undergraduate
Admissions

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PURPOSE OF SESSION

Discuss challenges and opportunities in hybrid work environments.

Share NIU's journey in managing hybrid teams.

Provide practical strategies for cultivating collaboration.





THE HYBRID WORK ENVIRONMENT

A NEW(ISH) WORK ENVIRONMENT

Challenges

- Communication
- Engagement
- Team cohesion

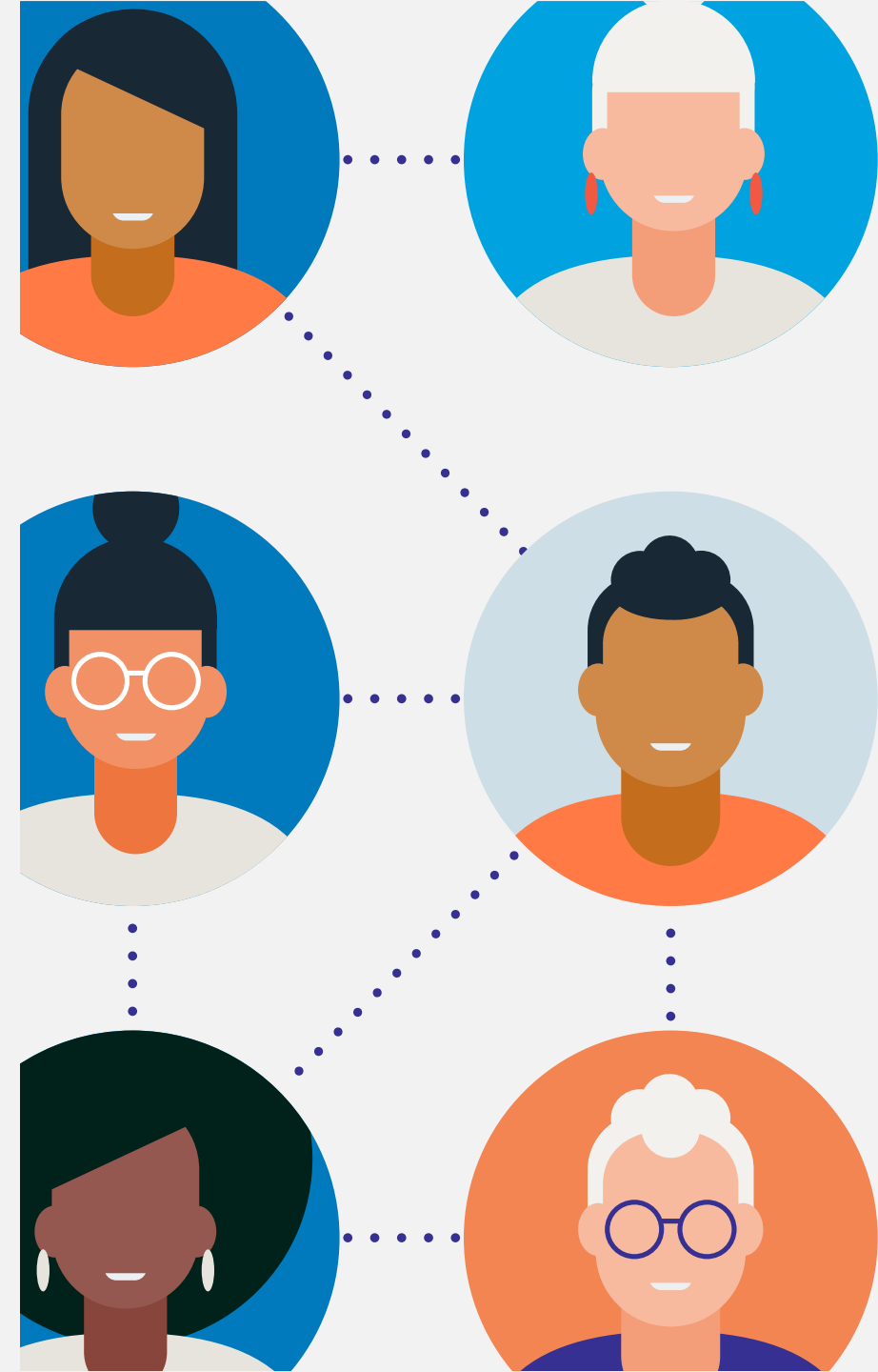
Benefits

- Flexibility
- Increased productivity
- Work-life balance



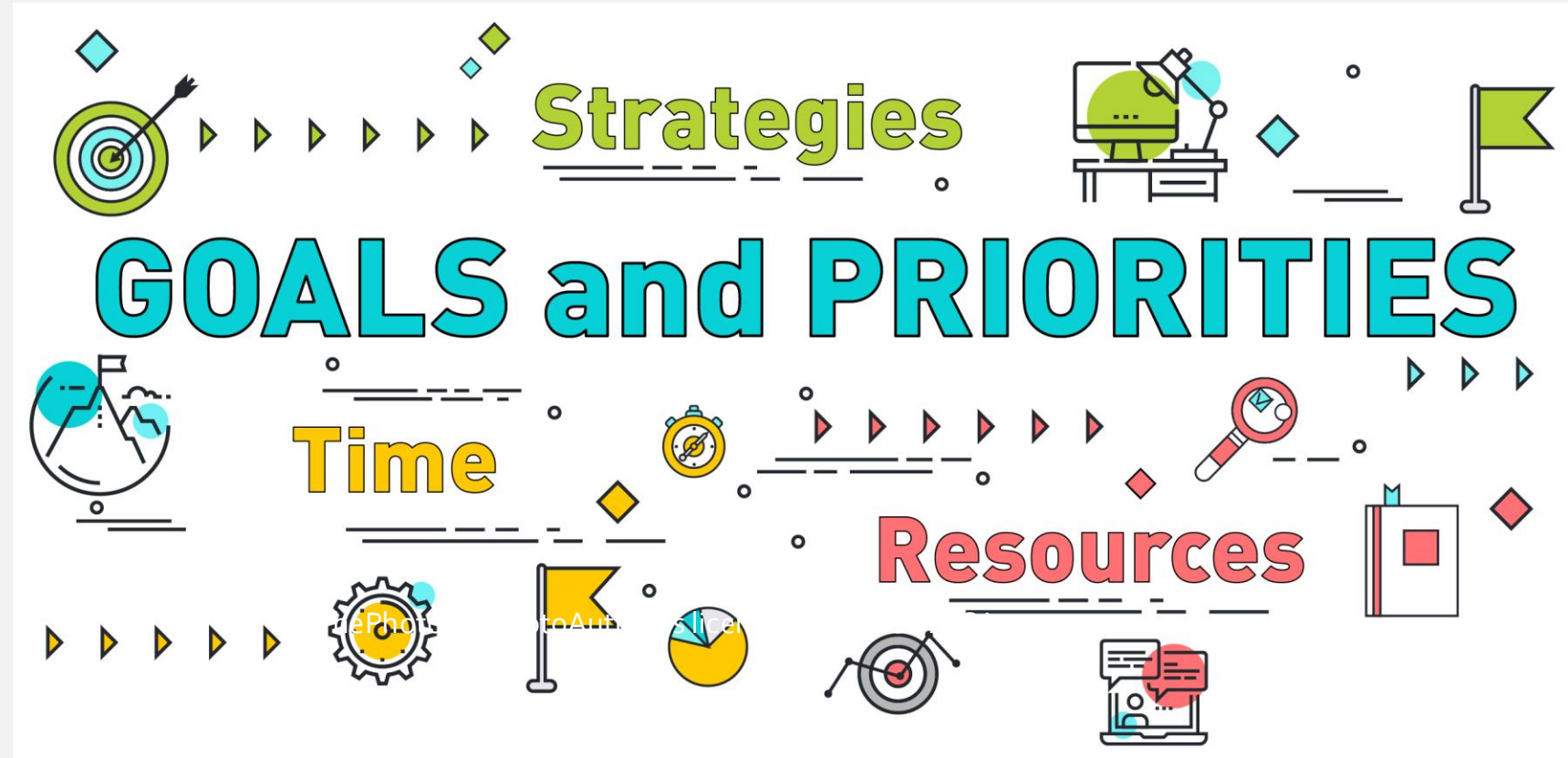
THE NIU JOURNEY

- Overview of the Office of Undergraduate Admissions
 - Mission and vision
 - Unique dynamics of our team
- Initial Challenges Faced
 - Adapting to remote work
 - Creating an intentional plan for hybrid work
 - Maintaining team morale and motivation



KEY STRATEGIES FOR SUCCESS

- **Set Clear Goals and Priorities**
 - Be HOT (Honest, Open, Transparent)
 - Align individual contributions with university objectives
 - Establish measurable outcomes



FOSTERING A STRONG WORK ETHIC



DISCIPLINE VERSUS MOTIVATION

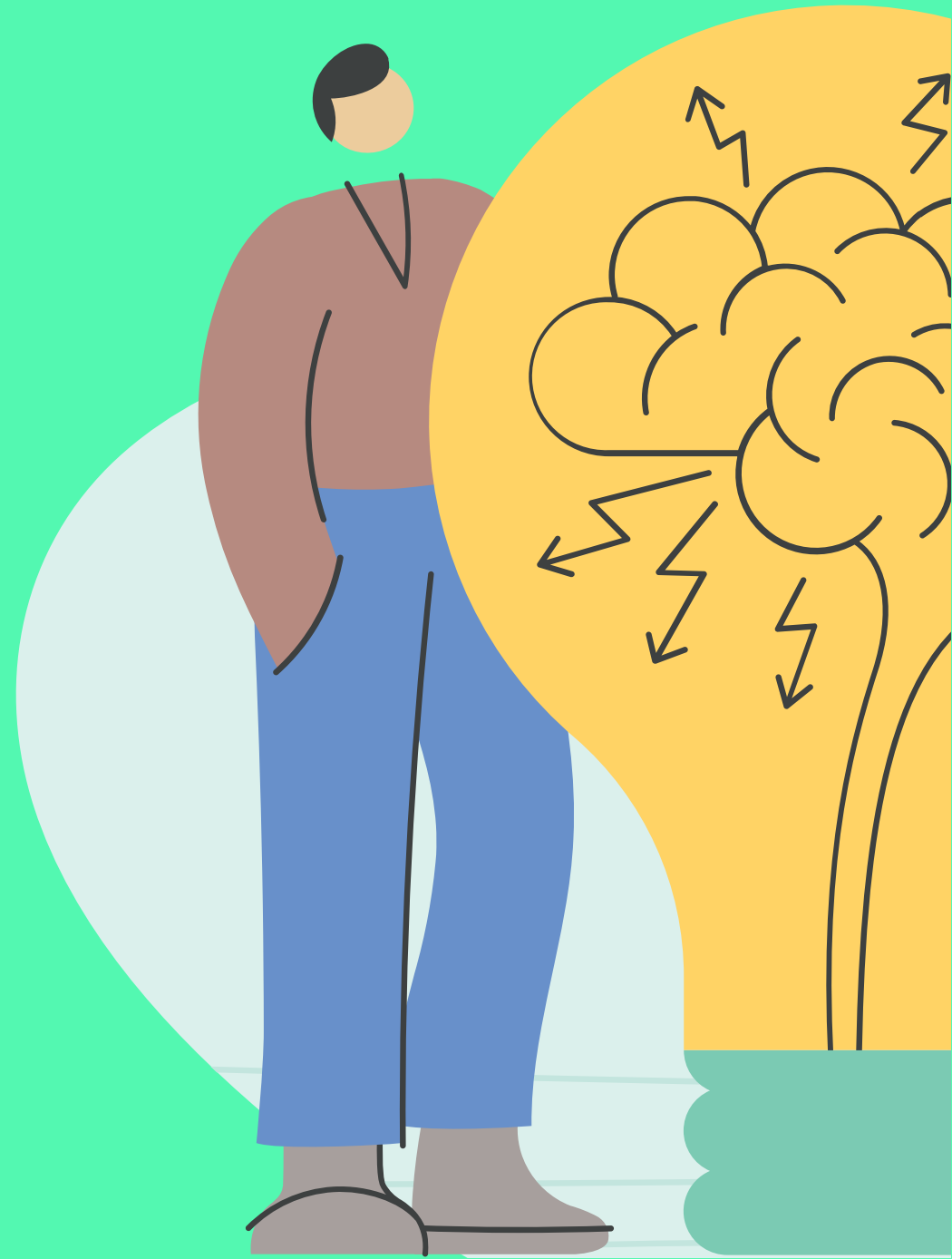
- Understanding intrinsic versus extrinsic motivation
- Techniques for instilling a strong work ethic

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UNDERSTANDING TEAM STRENGTHS



ASSESSING TEAM DYNAMICS

Tools for identifying individual strengths

There are many tools out in the world that enable you to survey your team and learn about:

- Personalities
- Work styles
- Communication preferences

Utilizing strengths for team projects and collaboration

Applying insights about our team make for more impactful and memorable and effective working experiences.

- Where can you tap into someone's experience?
- Where can you tap into someone's inexperience and offer guidance for PD?



CULTIVATING A CULTURE OF COLLABORATION

- Building connection in a hybrid space
 - Regular check-ins and team meetings
 - Hybrid team-building activities



CASE STUDIES AND SUCCESS STORIES



- Examples from NIU
 - Highlight successful initiatives or projects
 - Positive outcomes from hybrid strategies implemented
- Techniques for instilling a strong work ethic



TOOLS & TECHNOLOGY

- Essential Tools for Hybrid Work
 - Communication platforms
 - Zoom
 - Teams
 - Channels vs chats
 - Project management tools
 - Basecamp
 - Excel
 - Shared calendars

Certified for Microsoft Teams

Works with all major video
conferencing platforms



LET'S DISCUSS



Who makes the decision to be remote or in-person within your institution?

What processes require people to be in person?

CONCLUSION AND TAKEAWAYS

Key Points Recap

- Alignment is crucial
- Know your teams' strengths
- Foster collaboration

Next Steps for Implementation

- Assess current operations
- Understand organizational chart
- Get to know the individuals that report to you
- Make a case

POLL EVERYWHERE RESULTS

WHAT MOTIVATES YOU?

Purpose

Doing meaningful work

Complex problems

Finishing the job so I can go back to free time

Making things work behind the scenes

Pressure

Having a positive impact on students

To help a student meet their educational and/or career goals.

A challenge

Challenges

Getting a student to complete their degree

Knowing my efforts made a difference

Obtainable Solutions

Helping others

Anxiety

Serving Students

Personal loyalty

Test

Collaboration

Reward

Teamwork

Reward

Being able to attend professional development opportunities (like IACRAO!)

POLL EVERYWHERE RESULTS

HOW DO YOU MOTIVATE YOUR STAFF?

Equity

Positive mindset

Positive feedback

Valuing their opinion

By example - supporting students

Voice

Honesty

Empathy

Food

Trust

Respect

POLL EVERYWHERE RESULTS

WHAT PART OF YOUR JOB IS MOST REWARDING?

Feeling appreciated and needed

Seeing plans come true

Working with students :)

Solving problems



THANK YOU!

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