

The Productivity Ninja's Guide to Hybrid Working

Making Great Work Happen, Wherever We Are!

Navigating the New Normal: A Productivity Ninja Guide to Hybrid Working

The pandemic didn't just disrupt our ways of working – it presented us with a golden opportunity. An opportunity to experiment, adapt, and evolve the way that teams can work. But we had to learn fast and without much experience to base it on. Our guide to hybrid working gives you that template for how to manage in this blended environment.

Having learnt the lessons we're now presented with an unusual opportunity. We don't just have to return everyone to the previous ways. Instead, we can blend the best of both worlds or even craft something groundbreaking, but to do so we have to take the best learning and avoid the pitfalls.

A fully customizable session

We recommend:

 In-person or online  2hrs  Unlimited

What you'll learn & do

This keynote empowers your teams to:

- Understand the four modes of work that exist in hybrid settings, and how to work well in each
- See why attention management matters more than ever in distributed teams
- Find the balance between focus and collaboration, avoiding disconnection and over-connection

- Build practical tools and mindset shifts for making great work happen, individually and collectively
- Explore how AI can streamline collaboration and support productivity, wherever people are working from

94% of participants would recommend our workshops

Who is this keynote for?

- Organizations with a hybrid model already in place who still struggle with clarity, communication and consistency
- Leaders wanting to build transparency, fairness and psychological safety across different working arrangements
- Teams swinging between too many calls and not enough connection, unsure how to find the balance
- L&D or HR leads looking for practical tools, not just another conversation about hybrid policy

What this workshop offers

- **An interactive mix.** Presentation, group discussion and individual action planning.
- **Learning that lasts.** Every participant gets access to the Productivity Ninja® Academy.
- **A format that fits.** 2 hours, group size unlimited, in person or live online.
- **AI as an ally.** Practical ways AI can streamline collaboration, optimize workflows and support productivity, regardless of where people are working from.

What you'll do

You'll start with the four modes of work that shape hybrid working, understanding when each one applies and how to move between them intentionally rather than by accident. From there, you'll dig into attention management: what disconnection and over-connection actually look like day to day, and how to find the balance that protects both focus and collaboration.

The session also covers the human side of hybrid working that policy alone can't fix: building shared agreements as a team, protecting deep work time, and avoiding the overload that comes from being reachable everywhere, all the time. You'll look at where AI can genuinely help streamline collaboration and workflows too. You'll leave with practical tools and mindset shifts you can use immediately, whether you're working from home, the office, or somewhere in between.

What happens when hybrid working works

When teams learn to work with intention across locations, everything changes:

- Focus time gets protected instead of swallowed by back-to-back calls
- Collaboration happens by design, not just whoever's free to jump on a call
- People stay connected without needing to be constantly available
- Teams build shared agreements instead of everyone winging it their own way
- Hybrid stops feeling like a compromise and starts feeling like it's actually working

Experian

"Practical tips on being productive with theory backing, so it's easy to implement right away."

Elizabeth Maltseva

Benefits & Results

The most immediate benefit is clarity: people leave understanding which mode of work they're in and what that mode actually needs from them. But the deeper shift is in how the team works together. Once everyone shares language and agreements around focus and collaboration, hybrid stops being something each person figures out alone.

What your organization gets

A team with shared tools and agreements for hybrid working, not just individual coping strategies. Less friction, better collaboration, and a culture where flexibility doesn't come at the cost of connection or focus.

Uni of Edinburgh

"The time to stop and think, permission to assess what is and isn't working, and to know we're not alone."

Why it matters

Hybrid working hasn't struggled because the technology is missing, it's struggled because nobody's taught people how to actually work well within it.

- Attention gets fragmented across locations, tools and time zones, with no shared way of protecting focus
- Teams swing between disconnection (missed context, weaker relationships) and over-connection (back-to-back calls, no deep work time)
- Without shared agreements, hybrid working quietly becomes whatever's easiest for each individual, not what's best for the team

"Genuinely one of the best training sessions I have attended!"

Workshop Participant

DEFRA

Your keynote. Your way.

We recommend a **2-hour** workshop for an unlimited group, but like all our workshops, it can also be tailored to your exact needs.

Available options:

 Formats

In-person | Online

 Group size

Unlimited in person, up to 100 online (but speak to us about larger online groups)

 Duration

Recommended: 2 hours | Condensed: 60–90 minutes | Extended: 3 hours