

STRATEGIC WORKPLACE ADVISORY GROUP

WORK & WORKPLACE MODERNIZATION SUPPORT

Change Management Community of Practice

June 2022

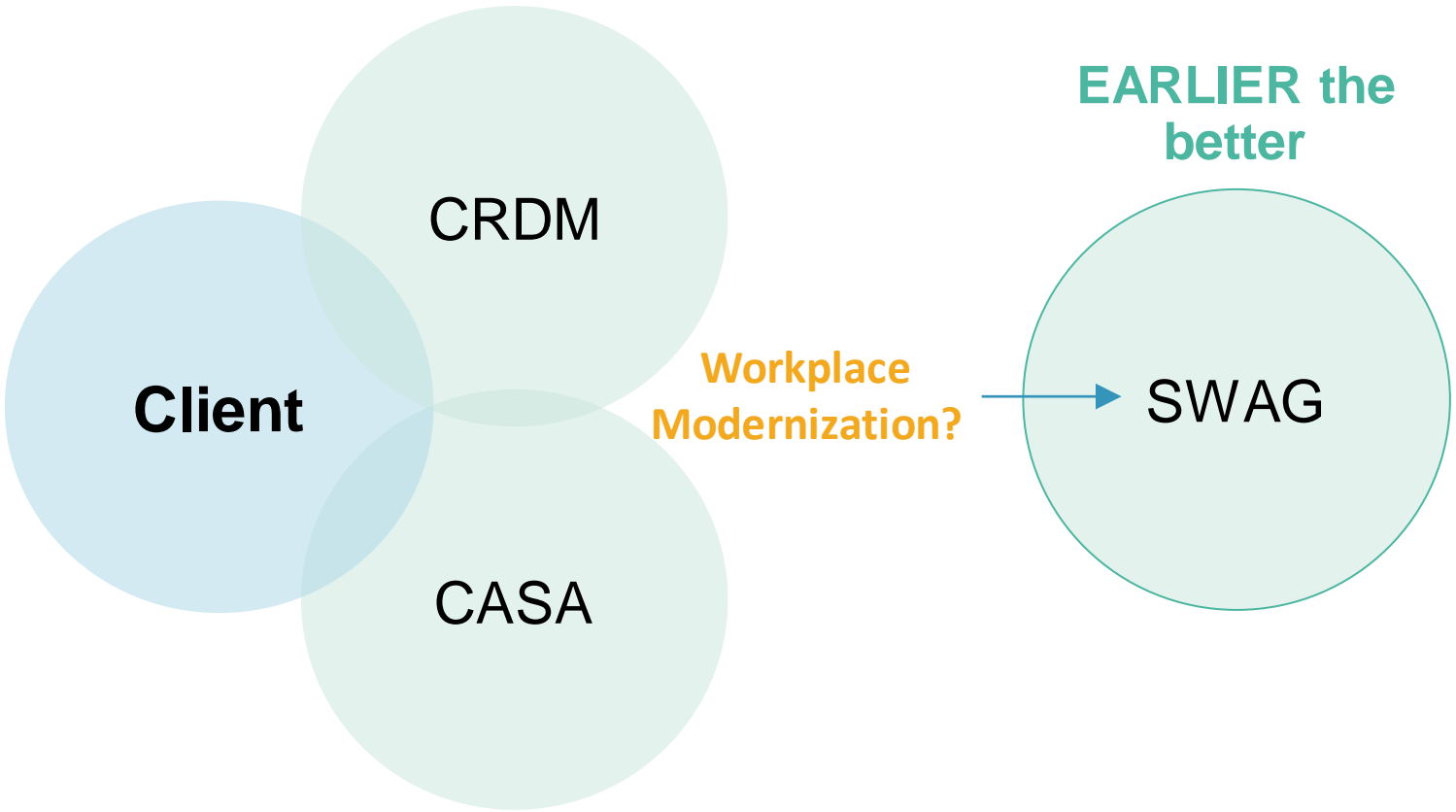
What is SWAG

SWAG (Strategic Workplace Advisory Group)

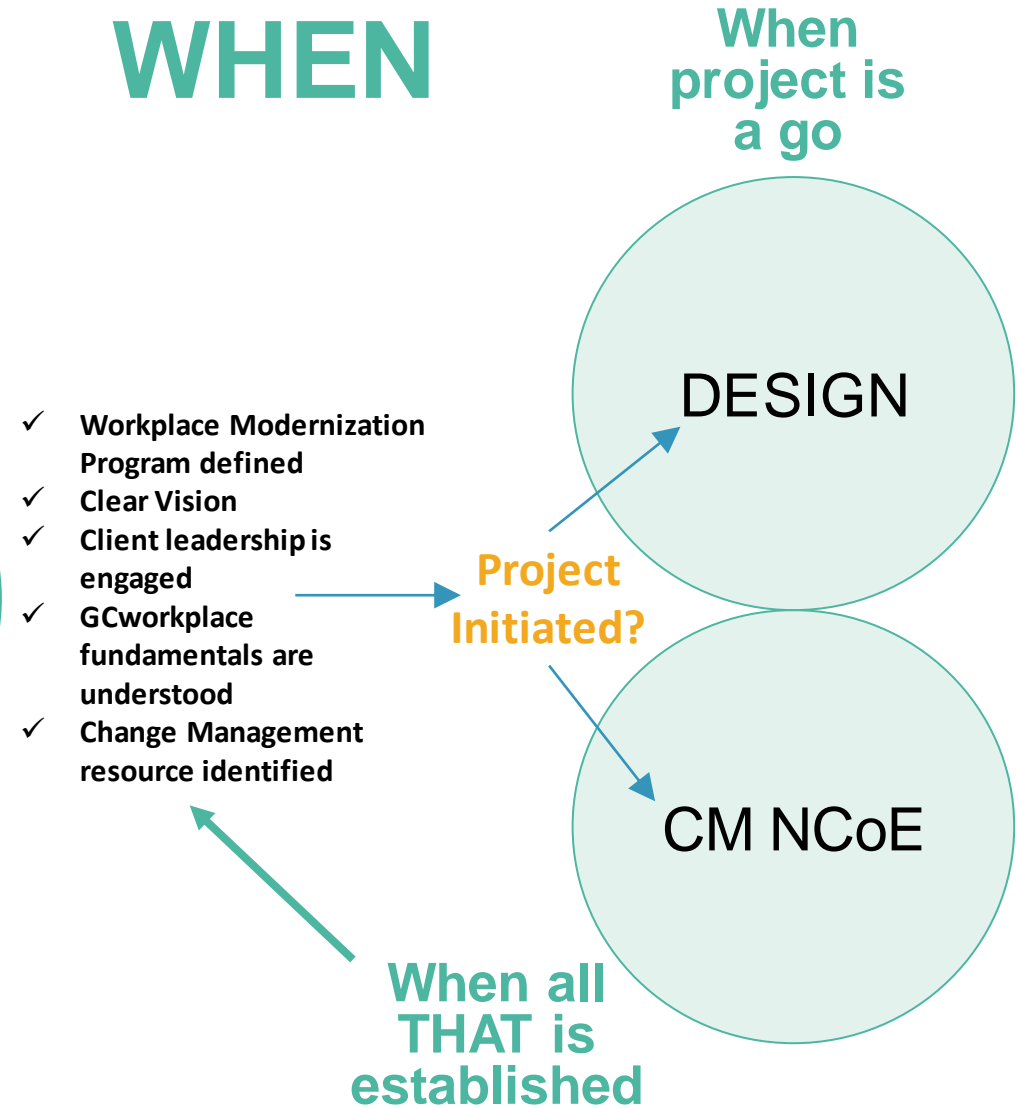
- Formerly Transformation & Enablement
- Workplace modernization SMEs
- Early engagement and support to client leadership & accommodations teams (through CRDM or CASAs) to define their workplace modernization program
- Engages, educates, guides and advises
- Helps connect portfolio & asset strategies to HR priorities and employee preferences

HOW and WHEN we can help

HOW



WHEN



What can we help you with?

GoC Vision, GC-wide context

What matters to employees, benefits / risks

What matters to leadership, benefits / risks

Portfolio & Asset benefits / risks

Future of Work & Workplace

Workplace models and options

Modern space design basics

Tech, equipment, special functions

Modern space utilization strategies

Mobility / telework impacts

Workplace booking strategies

What is Change Management and why it's crucial

Tools & Resources for Clients

Return to Work Strategies

New Service

Facilitated Vision Session

Visioning Sessions

What is it?

Organizations can request a facilitated workplace visioning session for an upcoming project.

SWAG will guide leadership through a simple process that will help determine a clear workplace vision that will help define the upcoming changes for employees.

Our goals for the sessions

- 1 Establish a workplace project vision and strategic objectives
- 2 Define associated hybrid work model



Target Audience: Client accommodation teams (up to DG levels)

Creating a vision

Let's get started...



A Vision for the Future

What are the desired outcomes?

Here are some outcomes of workplace modernization. They can be used in internal communications to align the project vision with your departmental priorities.

| | | | | | |
|--|--|---|--|---|---|
| Provides flexibility and empowers employees | Fosters collaboration at all levels | Supports employees' health and well-being | Makes work-life balance a reality | Puts employee experiences and quality of service at the core | Uses technology in smarter ways |
| Allows the GC to attract and retain the best talents | Access to wider pool of employees | Optimizes efficiency of our facilities and creates less waste | Is designed to service modern Canada | Increases personal productivity by providing better technology and work processes | More productive, staying on task with less distractions |
| Increased employee/team morale | Offers modern, open, airy, and bright spaces that inspire people | Inclusive: closer to teams, breakdown of barriers and silos | Contributes to sustainability goals through data-informed decision making on better ways to work, design and use the workplace | Reduction of commute times and greenhouse gas emissions | |

A Vision for the Project

What do you know about the project?

project vision:

Establish the facts about the project and who it will affect. The goal is to provide clear information to employees to allow them to prepare for the upcoming change.

How much space do you currently occupy?
How much space is being modernized?
Will other spaces be modernized at a later date?
Will this project be a test for future projects?
Who will use the modernized space? all-employees? Or specific branch/sector?
How will these employees use the space?

hybrid model:

Determine the vision for hybrid work. Employees want to know **what** is expected of them and **how** they will work going forward.
Goal: support employees and offer them flexibility where possible.

What do the employees want?
Are there any survey results to support this answer?
How much flexibility will you give employees?
How often do you want employees working from the office?

Sample Vision

Get inspired...

After working from home for the last two years, it is now time to look to the future and plan our return to the workplace.

PSPC will be taking part in the workplace transformation program, which aims to provide a modernized **pathfinder** workplace that will act as a test environment for **all employees**. The space will be part of an ecosystem of spaces available to support employees in our new hybrid work model. Employee feedback and engagement will influence the design and utilization of the space as well as inform future modernization projects.

The space will be designed to foster a culture of innovation and improving digital technology to encourage government wide collaboration, flexibility and efficiency. It will also integrate sustainability and improve the overall health and well-being of employees and ensuring inclusivity for all.

A hybrid model will give employees **full flexibility** to work remotely or come into the office based on operational requirements, functions or personal preferences.

We will continue to adapt and offer support to all employees during the course of this modernization project. Together our contributions help shape the future of our organization!

Next Steps

What should you do now?

Present project vision to senior management



Receive endorsement from leadership



Communicate vision to employees



Define change management program