



THE HYBRID WORK ENVIRONMENT

# Showcase Area Guided Tour Update

Workplace Change Management  
Community of Practice

June 8, 2023



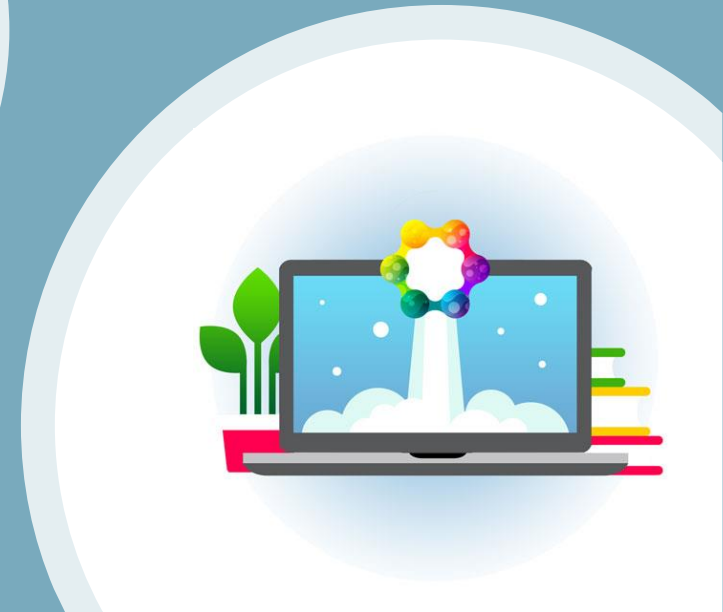
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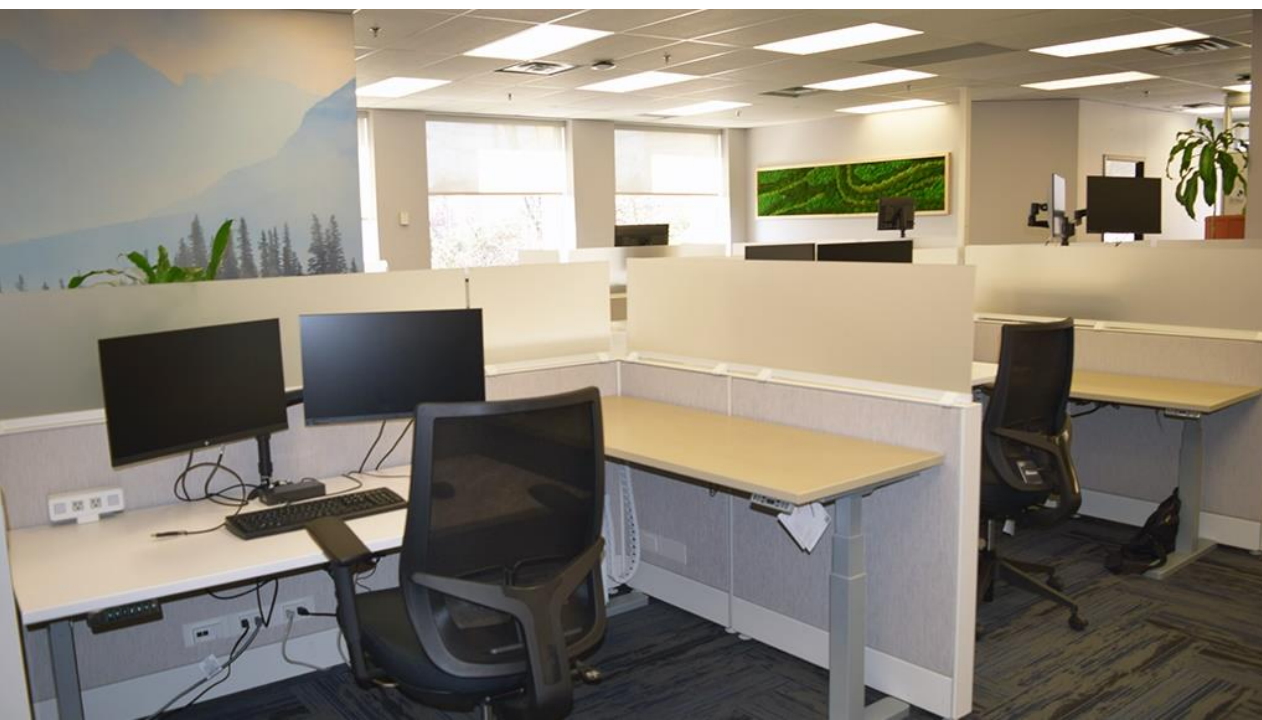
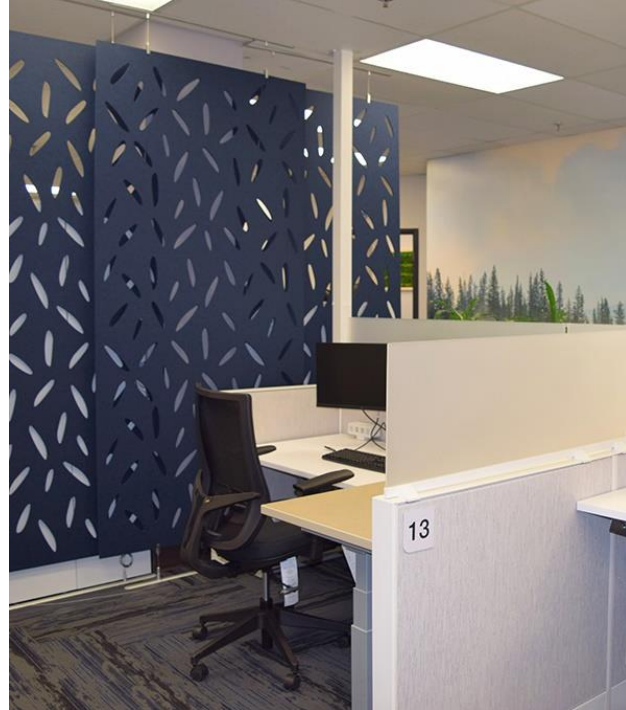
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# The HR Transformation Team

- First started with the MOD initiative, leading the change management for an ABW modernization.
- Lead the Hybrid work environment and the Onboarding initiatives.
- Working closely with their partners: Facilities, IT, HR, OHS, DTA, etc.
- Delivering communication product, engagement activities, surveys, presentations. Participating and leading committees, working groups, touch bases, etc.



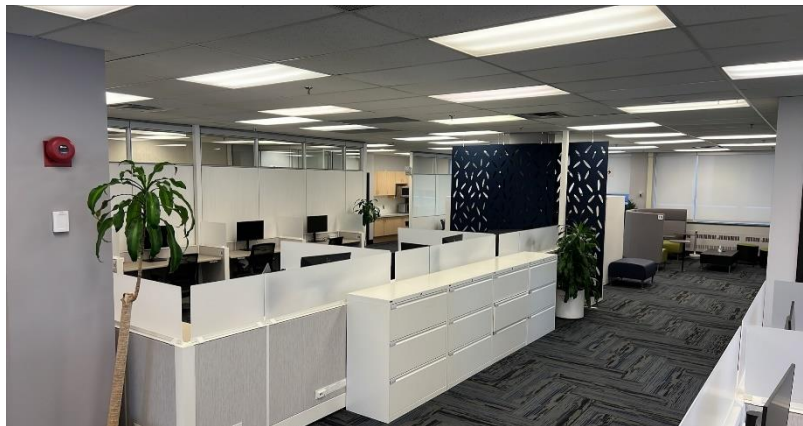
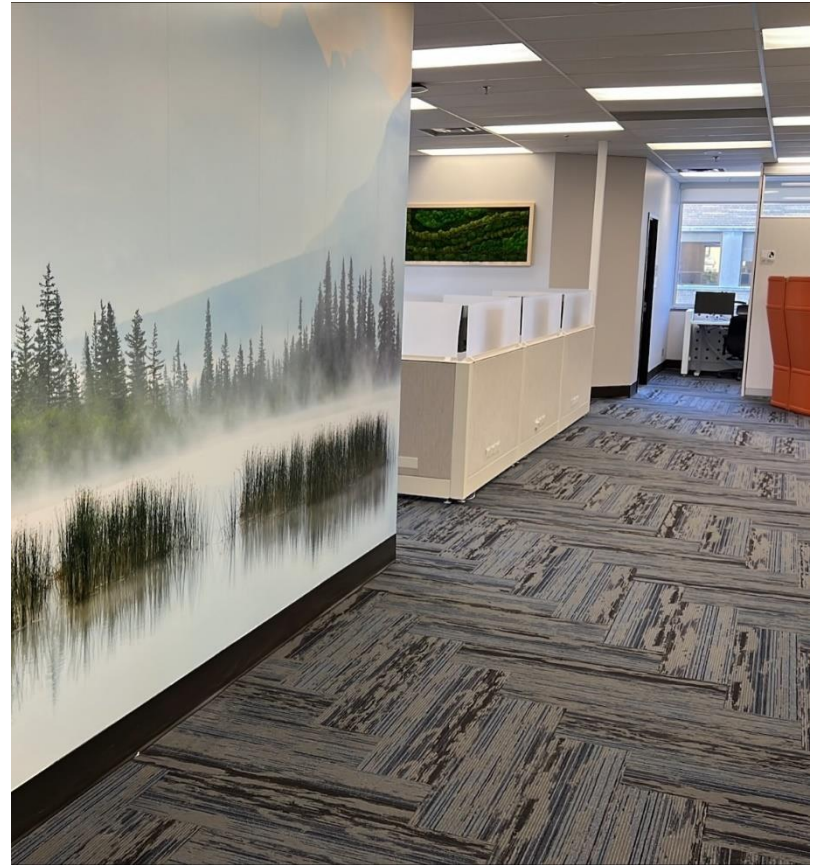
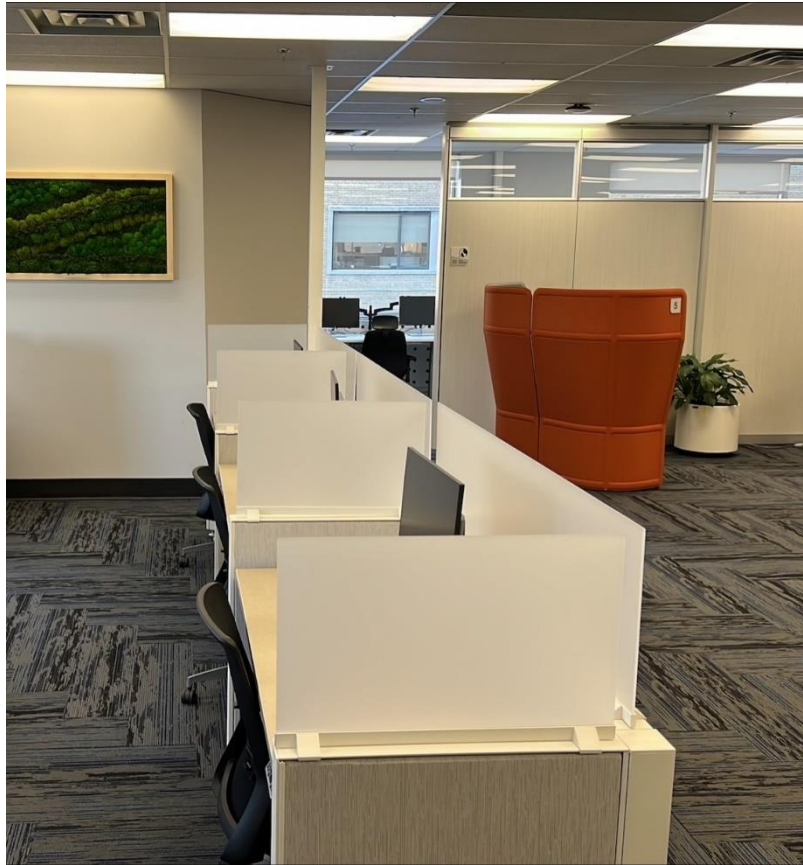




## Showcase Area – Guided Tours

- The HR Transformation are hosting guided tours to introduce the showcase area.
- This space is the first glimpse of the modernization project with PSPC.
- The showcase area is a small space that combines a variety of different sections (e.g., conference rooms, collaboration spaces, workspaces).
- The tours help you visualize the new, modernized floors in the R.H. Coats building, targeted to be released in the winter of 2023/2024.





Committees and partner's tours  
Preparing the space and adding the HR Transformation's touch  
Frequently asked and tough questions





# The guided tours – Quick overview

**Modernized workspaces: Employees come out in force for guided tours!**

**Key message: Special contribution**

The guided tours of the modernized workspaces have been a great success! More than 1,400 employees from 160 different teams participated in an organized participation in use of the new workspaces. The tours were held in the Main Building, SC 1710, on March 21, 2023.

The tours are an opportunity to see what a modernized workspace looks like, to try out equipment and furniture, and to ask the HR Transformation team questions about the new workspaces.

We are pleased to see our employees' interest and involvement in the guided tours. During the tours, we are able to hear constructive discussions and employees' and the feedback provided both online and in our feedback forms. We are looking forward to the next guided tours.

"This is a unique opportunity for employees to be part of the redesign of our spaces! It's wonderful to see our colleagues so engaged and interested in our work environment. The feedback has been thoughtful and constructive, and will be shared with our design team to help us improve."

**Suzanne Edwards**, Director General, Workforce and Workplace Branch

A number of employees asked us questions during the visits. Here are the answers to the most common questions we received.

**Will the logistics be different in the new workspaces?**

The layout and room assignments will be different in the new workspaces. You will need to reserve your workstation using the Archibus application. However, Archibus will be improved. For example, when booking a space in the application, you will see additional information about the space you are reserving.

In the office, you will still be able to book for the day and go for your treatment workstation. In addition, many different space-booking collaboration and individual tools will be available for shared use.

**Will we have access to lockers?**

Each floor will have over 100 lockers in different open-to-accessible employee rooms for the day. The number of lockers available will be based on occupancy and the use will be coordinated by Public Services and Procurement Canada, our partner in the modernization project.

Please note that the process to get a long-term locker is still under development. More information about this will be shared in the coming months.

**When can I work on a modernized floor?**

The renovation of all floors in the R.N. Coats Building and the first and second floors of the Jean Tassin Building is a major program involving multiple phases that will take several years. Delivery of the first modernized floor, Phase 1, is scheduled for December 2023. Our Facilities Management team is currently working on the transition plan for the subsequent phases. Rest assured that we will provide updates on this over the next few months.

**What if I haven't had a chance to take a tour or if I have other questions?**

Four out of five will be able to take a guided tour of the modernized workspaces before the guided tours end on May 30. We are currently engaging a subset of the modernized areas that you can visit in the coming weeks. You can also email us at [hr@sc.gc.ca](mailto:hr@sc.gc.ca).

Our sign-up tool tracks the employees who have taken a tour as well as our internal partners, which allows the modernized areas project would not have been possible. We encourage you to keep visiting [www150.com/Workspaces](https://www150.com/Workspaces) to keep up on the development of the modernized workspaces.

**Other updates: Special contribution**

It can be reached at [hr@sc.gc.ca](mailto:hr@sc.gc.ca) or by calling 1-877-975-1025.

**In Hybrid News**

**Welcome to In Hybrid News**  
with **Laurie Edwards**, Director General Workforce and Workplace

As always, we are grateful for your continued support through developments in the hybrid work environment. It's great to see many of you heading up with us, whether in and out of the office. We are excited to see you in the new workspaces and to hear your feedback on what you like and don't like about the new workspaces. We are looking forward to the next guided tours.

A small error was noted in the list of offices in the Hybrid News for the region office. The Data Operations Centre (DOC) is located and has been removed. The center is not yet open to all employees.

**Book Your Team's Guided Tour for the Showcase Area**

There is still time to book your guided tour! Following our assessment last week, we are pleased to report that reservations have increased significantly. The last tour dates have been added to the [reservation site](https://www150.com/Workspaces). For more details, please visit our [FAQ page](https://www150.com/Workspaces).

Your feedback matters. Following each tour, participants will receive a questionnaire to complete. We want to hear from you and will use your feedback to create a better work environment for all!

**Overflow room on team Tabon 7 and 8**

A reminder that floor 07 on the Jean Tassin (JT) building, is a quiet overflow floor, which means no open office meetings and calls should be held elsewhere. Thank you for your cooperation in making this quiet zone.

Alternatively, JT 08 is a collaboration overflow floor, which is best used for team meetings, calls and collaboration. It also includes several reserved spaces approved by the Facilities Team. There is a sign to help you identify the reserved offices. We will help you get that other space on the floor be reserved.

Both overflow floors do not require prior booking in Archibus. Please use the floor that best suits your needs.

**Workplace Etiquette and Best Practices**

**Open desk policy**

Don't forget to use the disinfecting wipes before leaving your workspace for the day. Disinfecting, towels, food and containers, garbage or any other personal items should not be left behind.

**Creating an elegant and safe work environment**

It is important to keep the work environment as safe as possible. The hybrid work environment requires vigilance and collaboration to create a safe and healthy work environment, especially for our non-unionized female colleagues. To ensure this, it is essential to refrain from wearing, using, or bringing in scented products. Please use the sign on the wall to help you.

**StatsCan Hybrid: SHAPING OUR FUTURE TOGETHER**

**StatsCan Hybride: NOTRE AVENIR REDÉFINI**

**Someone said Guided Tours? Quelqu'un a parlé de tours guidés?**

By Reply

**Join us for a guided tour of the new showcase area—a glimpse of the new modernized floors!**

**Guided tours: Showcase area**

- **Connect** with colleagues.
- **Engage** in conversations about your experiences.
- **Reflect** on recent events and how you work in the office.
- **Contribute** to important discussions about the hybrid work environment.

The HR Transformation and Facilities Teams, with the support from colleagues at Public Services and Procurement Canada (PSPC), are hosting guided tours to introduce the showcase area. This space is the first glimpse of the modernization project with PSPC.

The showcase area, located in the Main Building, SC 1710, is a small space that combines a variety of different sections (e.g., conference rooms, collaboration spaces, workspaces). The tours will help you visualize the new, modernized floors in the R.N. Coats building, targeted to be released in the winter of 2023.

**Guided tours**

We want to introduce the showcase area through guided tours to make sure you and your teams get the chance to explore the modernized spaces, and most importantly, have all your questions answered. The showcase area is a sample of what we will work with on a modernized floor. A guided tour will help you visualize the final plans and understand the intentions of the modernized space. We want to hear from you. Your feedback is the best way for our team to understand your concerns so we can develop effective solutions. Your feedback shared during the guided tours will help guide plans to better support employees as we continue to modernize our workforce and workspaces.

**How will the guided tours work?**

For now, we will host only in-person, onsite guided tours. We request that tours are organized by team. A tour is scheduled to last approximately 20 minutes and you do not have to bring anything. Once the tour is scheduled, the HR Transformation Team will welcome you in the showcase area at the appropriate, scheduled time.

**How can my team participate?**

We are hosting a series of guided tours starting March 21, 2023, with several time slots to choose from. To participate, please have a representative from your team send an email to the [HR Transformation team](mailto:hr@sc.gc.ca).

In the reservation email, please be sure to:

- Indicate your team's top three preferred time slots from the [Guided tours availability](https://www150.com/Workspaces) list.
- Identify your team's language of choice (otherwise, all tours will be bilingual).

The HR Transformation team will then send you the invite to reserve your top preferred time slot available.

**Note:** There is a maximum capacity of 20 employees for each guided tour. If your team is more than 20 employees, you can either book two spots or let us know so we can plan accordingly.

**For more information**

If you have any questions, please email the [HR Transformation team](mailto:hr@sc.gc.ca).

We look forward to connecting with you!

**Space is limited! Make sure you check the guided tours availability list before you email the HR Transformation team to book your tour.**

**226**

**Different teams**

**1410**

**Individual participants**

**86**

**Organized tours**

**NPSW**

**Next tour availabilities**








## Feedback received before and after the tour



*How do you feel about the modernized workspaces?*

			
Before	8%	69%	23%
After	7%	39%	55%





# HR Pulse Survey Results: Multiple Questions

[Menu](#)

[Information](#)

## Select a survey

Multiple selections

## Select a question block

Questions 1-5

**44%**

Response rate

**562**

Total responses

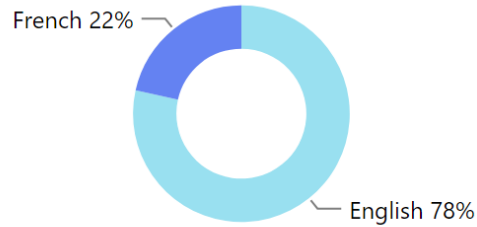
**560**

Unique respondents

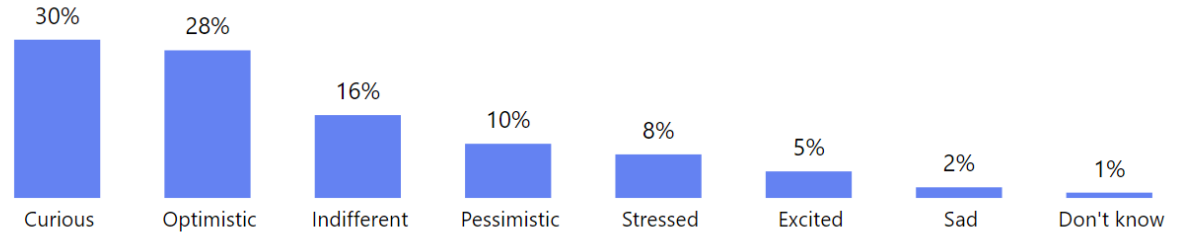
## Survey description

This weekly survey is sent every Friday to the participants of the week. We use MS Teams to send it (Power Apps). Last survey was sent on Friday May 26.

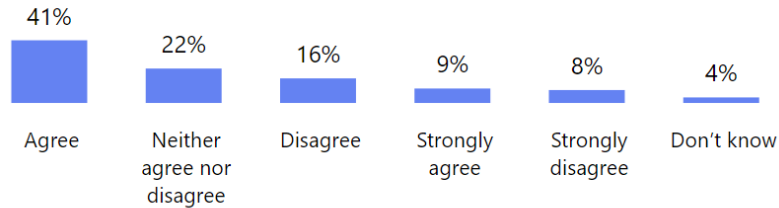
### Response language



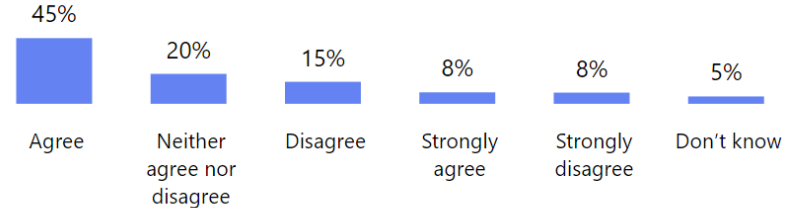
### Question 1: How would you describe your strongest feeling to the idea of working in a space with a similar set-up as the showcase area in the upcoming year?



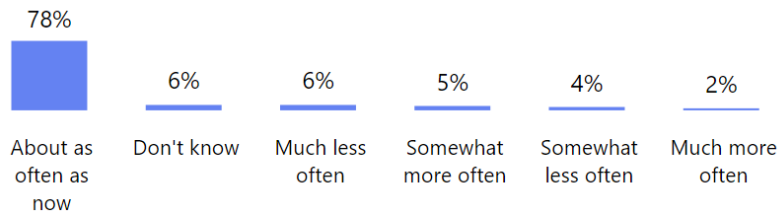
### Question 2: Indicate your level of agreement with the following statement: When working onsite, I (or my individual work) will benefit from having various types of spaces like the ones in the showcase area.



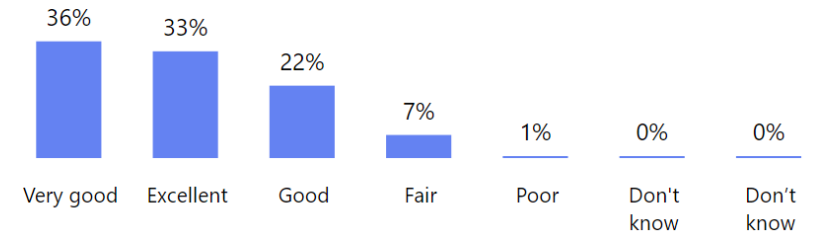
### Question 3: Indicate your level of agreement with the following statement: When working onsite, the collaborative efforts within my team will benefit from having various types of spaces like the ones in the showcase area.



### Question 4: Do you envision yourself coming in to work onsite more often once our workspaces are modernized?



### Question 5: How would you rate the guided tour experience on the following scale?



# Lessons Learned

## Tours

- Reach out via different comms product
- Recurrent communication
- Pre-tours with specific groups and committees
- Target teams and groups, not individuals (logistics and help the flow)
- Give you more time and include extra time so employees can walk around at their pace, test, ask questions one on one
- Modify and adjust the tour as you go

## Space

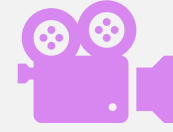
- Great for the first phase of Change management
- If the tours are well before having the modernization project being done, you need engagement activities in between (momentum)
- Test the space first



# What's Next?



GUIDED TOURS ON REQUEST



VIDEO OF THE SHOWCASE  
AREA FOR OUR REGIONAL  
EMPLOYEES AND OTHERS WHO  
MAY NEVER HAVE TAKEN THE  
TOUR



NEW INTERNAL PAGE THAT  
HIGHLIGHTS THE SHOWCASE  
AREA WITH ALL OF ITS  
ELEMENTS



NEW ENGAGEMENT ACTIVITY:  
OPENING THE SHOWCASE  
AREA FOR TEAMS TO TEST OUT  
THE SPACE



PILOTS PROJECTS



# Questions, comments, suggestions?



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