



# THE HYBRID WORKPLACE

Productivity Tools for Success Training Boot Camp Series



**FOUNDATIONS**  
AUGUST 2-4, 2021

**STRATEGIC  
PLANNING**  
AUGUST 8-10, 2021

**REGISTER:**  
[WWW.UMBC.EDU/TRAINING](http://WWW.UMBC.EDU/TRAINING)



## Do You Have All The Tools You Need To Be Successful In The Hybrid Workplace?

### Summer 2021 Foundations & Strategic Planning Boot Camps

Working remotely during the pandemic required the workforce to constantly adapt work processes and procedures and we all learned a great deal in this process. With a gradual return to campus and hybrid work we will need to continue to upskill in order to evolve as the nature of our work and our workplace evolves. The Hybrid Workplace series offers staff training in the available productivity and collaboration tools that will help contribute to individual and shared success in our new normal.



# Boot Camp Schedule

## **SERIES A: FOUNDATIONS OF THE HYBRID WORKPLACE**

8/2 - 9-10:15 a.m. - Webex: Messaging and Calling

8/2 - 1-2:15 p.m. - Webex Meetings

8/3 - 9-10:15 a.m. - Gmail & Calendar

8/3 - 1-2:15 p.m. - Google Docs

8/4 - 9-10:15 a.m. - Google Sheets

8/4 - 1-2:15 p.m. - Google Slides

## **SERIES B: STRATEGIC PLANNING FOR THE HYBRID WORKPLACE**

8/9 - 9-10:15 a.m. - Webex: Messaging and Calling

8/9 - 1-2:15 p.m. - Webex Meetings

8/10 - 9-10:15 a.m. - Facilitating Hybrid Meetings

8/10 - 1-2:15 p.m. - Leading Hybrid Teams

8/11 - 9-10:15 a.m. - Surveys with Google Forms/Qualtrics

8/11 - 1-2:15 p.m. - Docusign

**Boot Camp Target Audience:**

**FOUNDATIONS:**  
Front Line Staff &  
Individual Contributors

**STRATEGIC PLANNING:**  
Current and/or  
Aspiring Managers &  
Leaders

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**Participants who take 5 of the 6 sessions in a series will be eligible for a digital badge**

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