

Inspiring People to Use Shared Hoteling Space

Employees are more likely to use shared hoteling space if they feel the benefits of working onsite outweigh the inconvenience of commuting in. Inspire others by being thoughtful, creative, and strategic with time spent together using shared space.



Tips for Supervisors:

Select at least one day of the week as your team's "Work from Work" (WFW) day. Touch base with other leaders who share the space to coordinate days to ensure ample room for everyone. Then poll your group to determine which available day(s) they prefer.

Work with your team to:

- Discuss concerns they may have working onsite.
- Find what might inspire them to make the commute into the office and incorporate their suggestions in your planning.
- Bring everyone into the shared space for some initial onsite teambuilding.

During Team WFW Days:

- Schedule your group and one-on-one meetings in person.
- Host gatherings with other teams to facilitate collaboration and relationship building.
- If utilizing shared space, designate a specific area where your team consistently sets up.
- Help your group structure their WFW days to prioritize engaging discussions and activities over tasks/task focused meetings that could easily take place remotely.

- Encourage your team to connect with campus by going for walks with others, visiting campus attractions, getting food/coffee at a dining facility/local restaurants, and traveling to attend meetings at other campus locations.
- While onsite, spend deliberate time engaging in more casual conversations with your team.

General Hoteling Space Tips:

- If possible, provide an area where employees can personalize the hoteling space. For example, have a photo wall.
- Organize regular activities to connect people from different teams. For example, use a large whiteboard and list a different "favorite" category each week (e.g., favorite food, book, movie, quote, TV show). Encourage everyone to contribute to the list. Or, post a gigantic coloring page for all to color in as time allows.
- Create a team with members from all the groups sharing the space that will recommend ways to make it feel more inspirational and functional.
- Start a game league (table tennis, Corn Hole, Pictionary, etc.).
- Sponsor a teambuilding experience for all those regularly sharing the space to help people get to know one another.

