

# The Hybrid Work Model:

## Preparing to Work at a Government of Canada Office



Are you preparing to work at a Government of Canada office? There are several considerations to ensure a smooth and successful experience. Use the checklist below to help prepare yourself.

Note: This checklist is meant as a guide. Some points may not be applicable to your current workplace situation. There may be other factors to consider depending on your department, agency or team.



### Planning

Discuss with your supervisor where you will be working and obtain approval, as required by your organization.

Determine with your supervisor on which days you will be going into the office so that you can work with colleagues or have informal chats to strengthen personal connections.

Think ahead of time about what you will be working on. Allow for buffer time between meetings. You can optimize your in-office schedule by spending some of your time collaborating and some of it working alone.

Decide how you will get to the office.

- If you are driving, find where to park and if there is a cost.
- If you are using public transportation, familiarize yourself with route schedules and stops.
- If you are biking, locate nearby bike racks.



### Equipment and the workplace

Remember to bring your valid Government of Canada identification with you.

Book a workspace and a time slot if needed.

Find out what equipment is provided by your organization and what you need to bring, for example:

- laptop or tablet
- wires, mouse, headset, keyboard, adapters, docking station, SecurID token
- cellphone and charger
- pens, notebooks, paper, markers, highlighters, whiteboards

Verify you have the information you need to access printers and the Internet.

Check if there is a kitchen with a fridge and microwave on site, or where you would buy lunch or coffee during health breaks.

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## Office etiquette

Etiquette in the workplace contributes to creating a welcoming and collaborative work environment. Office etiquette includes a wide range of aspects such as body language, professional behaviour and appropriate use of technology.

During meetings, refrain from checking emails and messages. Give cues to show that you are paying attention (nod, smile and do not interrupt).

Respect shared space (be courteous of those who are around you and who are also using the same space).

Be mindful of how others work. If you are on a call, use headphones or try to find a conference room to not disturb others. Keep headphones handy if you like to listen to music or podcasts.

Acknowledge people you meet in the office. Smile or ask how they are doing.

Be considerate of those who are sensitive to fragrance chemicals or who have allergies. You may want to avoid perfumes, shellfish, peanuts and other anaphylactic agents.

When attending hybrid meetings, remember to actively include all those connecting virtually. Raise your hand before talking and avoid side conversations that exclude colleagues who also need to be aware of the information.



## Health and well-being

Be kind and patient with yourself and others. People respond to change differently. Consult [Preparing mentally for the next normal](#) for practical strategies to support mental health and well-being.

Review health and safety guidelines regularly and consult the [Guidebook for departments on easing of restrictions](#).



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