

Below you will find resources to help you and your team transition and thrive with a hybrid work schedule. Included are online courses, articles, and podcasts that provide training on how to stay productive while working on campus and/or at home.

CSU Learn Content

[Hybrid Teams Learning Bundle](#)

Learn and review tools to lead a hybrid team, contribute as a hybrid team member, have a meeting that works for everyone and stay visible while some are on campus and some are working from home.

- [Leading in a Hybrid Workplace](#)
- [\[Article\] Staying Visible When your Team is in the Office, But You're WFH](#)
- [How to Have a Hybrid Meeting that Works for Everyone](#)
- [\[Article\] How to Successfully Manage](#)
- [\[Article\] How Leaders Should Approach Today's New Hybrid Workforce](#)
- [\[Article\] Leading Hybrid and Virtual Teams Video Series](#)

[Exploring Virtual Collaboration](#)

In this course, you'll learn the benefits of virtual collaboration when working with others, best practices for its successful implementation, and how to choose the right collaboration technology. You'll learn how to avoid common mistakes when rolling out virtual collaboration. And you'll explore the key steps for leading and being a part of a team.

[Can You Hear Me? How to Connect with People in a Virtual World](#)

In this CSU's Got Talent webcast, Dr. Nick Morgan reveals five major problems with the virtual world and the way we communicate in it and dozens of common-sense ways to make that communication better.

Articles

[11 Ways to Create Community in a Hybrid Work Environment](#)

As with any distributed workforce, the tricky part is helping remote team members feel a sense of community. If their in-office colleagues are interacting face-to-face on a daily basis, what steps can leaders take to ensure that remote team members feel that same sense of camaraderie and belonging?

[How to Manage a Hybrid Team](#)

In this article, learn how to create practices that ensure employees in the office are in sync with those working from home, talk with your team about how you can best work together in this new environment, and discuss when and how you'll communicate with your team.

[6 Productivity Tips for Your New Hybrid Work Life](#)

Read this New York Times article to learn 6 productivity tips for managing a hybrid work schedule.

[Suddenly Working from Home?](#)

Four ways to help you stay productive — and sane.

Podcasts

[How to Have a Hybrid Meeting That Works for Everyone](#)

As workplaces take tentative steps towards a new normal, social psychologist Heidi Grant shares best practices for interacting when some are in the office and some are remote.

Zoom Resources

[Stay Connected with Zoom Meetings](#)

Collaborate more seamlessly using Zoom, the popular video conferencing tool. Learn how to schedule, moderate, and participate in Zoom meetings

[Zoom Web and Video Conferencing](#)

An overview on how to download and utilize Zoom at Sonoma State! Here you will find FAQs, Zoom features, webcam etiquette tips, support and training.

Google Apps

- [The New Gmail- Using the Calendar Tools](#)
- [Google Team Drives: Organizing Documents](#)
- [Google Hangouts on the Web](#)
- [Google Docs: Sharing and Collaborating on Documents](#)

LinkedIn Learning

[Sonoma County Library cardholders](#) have access to the complete LinkedIn Learning (formerly, Lynda.com) collection of courses and award-winning video tutorials taught by industry experts.

[Enhance Productivity in a Hybrid Work Environment](#)

In this course, productivity author and Emmy-winning producer Paula Rizzo shows you how to revamp your productivity style to help you stay on task when switching between locations.

[Leveraging Virtual and Hybrid Teams for Improved Effectiveness](#)

In this course, Keith Ferrazzi shares his hard-won knowledge with you, spelling out how to develop agile and resilient virtual and hybrid teams that genuinely care about each other's success.

[When Not Everyone is Virtual](#)

In this short video, learn best practices to participate in and run a hybrid meeting.

[Microsoft Teams Essential Training](#)

Discover the core features of Microsoft Teams and see how you can bring together colleagues, create conversations and content, and collaborate more effectively.

[Leading at a Distance](#)

In this course, instructor Kevin Eikenberry lays out how to lead effectively from a distance. He dives into the basics of remote leadership, such as how working remotely changes interpersonal dynamics.