



A LITERATURE REVIEW ON HYBRID WORK MODEL

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ABSTRACT

The arrival of the COVID-19 pandemic served as associate degree fast think about rethinking the physical space of labor. With the primary strike of the novel virus came the requirement to impact a imprisonment aboard other preventive measures to assist scale back the virus's spread. That meant an intermission within the traditional flow of life, fewer social gatherings, biological research of faculties, cancellation of conferences, and different social events. Organizations had their fair proportion as they'd to adapt the new policy of maintaining social distancing. A hybrid work model is a plan that incorporates a mixture of in-office and remote work in an employee's schedule. Employees occasionally have the ability to pick and choose when they work from home and when they come into the office. There is no one-size-fits-all hybrid model. Each company develops a hybrid model based on the needs of the company and the needs of the individual employee. The hybrid work model is a work style that enables employees to blend working from different locations: home, on the go, or the office. An effective hybrid work system encourages: Autonomy, Flexibility, High performance, Collaboration, Positive work relationships, Effective work habits .

Keywords: *Hybrid Work Model, Work From Home, Work From Office*

1. INTRODUCTION

Hybrid work is a flexible work model that supports a blend of in-office, remote, and on-the-go workers. It offers employees the autonomy to choose to work wherever and however they are most productive.

Hybrid work is a people-first approach to managing the workforce that drives increased productivity and job satisfaction while addressing the major challenges of remote work, such as isolation and lack of community. A hybrid work model provides employees with greater flexibility and the option to work from home or anywhere they can be productive. With hybrid work, the workplace is no longer inside the four walls of the corporate office—it's an ecosystem of employees working from home, in coworking spaces, and the office. Team members can migrate between various locations depending on the work they need to get done.

To define what hybridity is, especially in a workspace, it combines the physical work arrangement and the remote work system (Cook et al., 2020). In essence, some work in person on site of the business or organization while some work by virtue of the internet. This arrangement could also involve the same party of people, where they get to show up physically on site of the company and take the rest of the week's days to work remotely.

The hybrid working system ensures the organization employing it enjoys the special advantages that come with the remote working system (Trede et al., 2019b). In the package that comes with remote work, essential elements are flexibility at work, reduced labor cost, more satisfaction on the part of workers, and better environmental experiences. Also added is the benefit which comes with the traditional working system. There is the assurance of hands-on interaction of the existing culture in the work organization. Likewise, there comes the advantage of informal networking, more likely in-person collaboration, and the added benefits of a structure to help foster creativity. Where both the benefits of the traditional and remote workplace system coexist is referred to as the situation of hybridity (Malhotra & Reay, 2019).

1.1 TYPES OF HYBRID WORKING MODEL

1.1.1. FLEXIBLE HYBRID WORK MODEL

Employees choose their location and working hours based on their priorities for the day. For example, if they need to spend time focusing on a project, they can choose to work from home or in a coffee shop. If they want a sense of community, need to meet with their team, attend a training session or join a town hall, they can choose to go into the office.

Benefits:

- Offers freedom and flexibility for individuals to determine where and when they work
- Builds a trust-based relationship with employees, which increases loyalty and job satisfaction
- Expands talent pool, leading to more diverse thinking
- Improves the bottom-line due to cost savings on office space and travel

Challenges:

- Difficult for employees to find a suitable day or time for in-person teamwork
- Lack of visibility into how many people are going to the office on any given day and if the building has the capacity to support them

1.1.2. FIXED HYBRID WORK MODEL

The organization sets the days and times employees are allowed to work remotely or go into the office. For example, it could be that certain teams go into the office on Mondays and Wednesdays, while others go in on Tuesdays and Thursdays. Or an organization could allow everyone to work from home on pre-determined days each week.

Benefits:

- Increases opportunity for in-person collaboration and team building
- Gives employees the option to schedule appointments or run quick errands on certain days of the week
- Provides the ability to easily forecast office capacity

Challenges:

- Lack of individual choice, which could lead to a loss of productivity if employees aren't in the optimal setting for the work that needs to be done
- Inability to reduce office space

1.1.3. OFFICE-FIRST HYBRID WORK MODEL

Employees are expected to be on-site but have the flexibility to choose a few days a week to work remotely.

Benefits:

- Allows flexibility and individual choice
- Helps maintain company culture and community

Challenges:

- Lack of visibility for employees around who will be in the office and when
- Inability to accurately forecast how many employees will be in the office on a given day

1.1.4. REMOTE-FIRST HYBRID WORK MODEL

Employees work remotely most of the time with occasional visits to coworking spaces or the office for team building, collaboration, and training. In this model, the company may not have an office space and instead relies on team members in the same area to get together when they see fit.

Benefits:

- Increases productivity and job satisfaction for employees who want to work remotely most of the time
- Provides the ability to reduce costs by reducing or eliminating office space

Challenges:

- Potential for employees to feel isolated
- Increased challenges maintaining the company culture and community

2. REVIEW OF LITERATURE

Dahlia Baker (2021) finds the pandemic has noncontinuously nearly each facet of our lives, together with tasks as basic as getting to work. The modification has brought with it each opportunities and challenges. The use of digital services to carry conferences, webinars Associate in Nursing conferences has enhanced at an avalanche like pace. Before the pandemic took hold, there was a traditional ancient read of labor - with the general perception that employment tasks ought to be performed within the workplace. As a stark distinction to the present more ancient read of labor, nearly seventy five p.c of Swedish workplaces was forced to change to operating remotely in a very short time and lots of believe that this can result in permanent changes in however Swedish offices square measure designed. There square measure varied indications that the majority individuals wish to continue operating in offices within the future further. On the opposite hand, the operating lifetime of the future is characterised by Associate in Nursing enhanced demand for versatile solutions. analysis exhibited that most structure and work variables were significantly connected with the end result measures productivity and work satisfaction, whereas individual and social unit variables were considerably less correlated. For organizations, this is often immensely useful, since structure and work related characteristic variables square measure so much easier influenced by procedures and time unit policies rather than individual work vogue and social unit factors.

Kanwar Muhammad Javed Iqbal, Farooq Khalid, Sergey Yevgenievich Barykin(2021) says that the hybrid geographical point may be a idea on the lips of each industry trend within the world nowadays. With digitalization changing into additional normalized across each sphere within the world village. each geographical point must maximize and transcend obstacles and innovations to ease into the hybrid geographical point. The COVID-19 pandemic brought a wave for associate degree inflated would like for a hybrid geographical point. though some countries have relaxed the imprisonment in their states, businesses are taking their time to line up a additional formidable work arrangement. several are already operational the hybrid system whereas others are running totally remote. The pandemic has tutored the work a lesson of preparation and designing. on the far side that's additionally the lesson of flexibility and adaptableness within the geographical point. In prioritizing the long run of labor, there's the necessity to embrace the hybrid geographical point model. Indeed, the long run of labor would possible be the hybrid geographical point model.

Patrícia Vasconcelos, Elizabeth Furtado, Plácido Pinheiro(2015) says that The thought of telework is said to the accomplishment of distance work with the support of technology. It needs associate degree execution model of labor activity in programme of flexible Work distance (FW), staff and rules for conducting this execution. This analysis was applied to an company that established an FW project. For analysis of the alternatives of FW models we have a tendency to apply 2 ways of Verbal decision Analysis (VDA). the primary technique was accustomed classify the standards and therefore the second to ordain them with the target of realize a ranking of the alternatives in step with the preferences of concerned.

Prithwiraj (Raj) Choudhury, Tarun Khanna, Christos A. Makridis, Kyle Schirmann(2022) tells that Hybrid work is rising as a unique kind of organizing work globally. This paper reports causative proof on however the extent of hybrid work—the variety of days worked from home relative to days worked from the office—affects work outcomes. Collaborating with a company in Asian nation, we tend to randomised the quantity of days that individual staff worked from the workplace for 9 weeks within the summer of 2020. Our leads todicate that associate intermediate variety of days within the workplace results in a lot of emails sent, the next variety of email recipients, and augmented novelty of labor merchandise. Our check for underlying mechanisms suggests that hybrid work may represent the “best of each worlds,” providing staff bigger work-life balance, while not the priority of being isolated from colleagues.

Danijela Sokolic(2022) tells that Remote work, particularly performing from home, has become the foremost common kind of add the third decade of the twenty first century. What started at the start of the millennium as Associate in Nursing experimental apply in some corporations (mainly within the IT industry) has become widespread and unintentional in 2020 and 2021, because of Covid nineteen pandemic. It modified a number of the foremost important options of the roles, like the communication patterns and also the conception of the workplace, leading not solely to vital changes within the method work is completed, however conjointly to a different psycho-emotional perception of labor within the context of adjusting socialization patterns. The need to transition to a virtual setting forced each corporations and staff to do out different ways of operating (e.g., managing virtual groups, guaranteeing infrastructure and access to work resources, managing groups, workspaces, etc.). The paper addresses a number of the key factors that influence work performance at the structure and individual levels. It presents how technological developments and growing awareness of different approaches to figure organization square measure dynamical companies' perceptions of managing their Most worthy resource, human potential, and discuss potential failures in teleworking policies. The goal of this study is to supply insight on the impact of geographical point flexibility on work and also the broader implications for each corporations and staff.

Monika Grzegorzcyk, Mario Mariniello, Laura Nurski and Tom Schraepen (2021) tells that With the roll-out of COVID-19 vaccines, countries square measure commencing to imagine a future in which workers' and employers' decisions don't seem to be conditioned by the pandemic. The crisis hit everyone onerous however additionally generated a chance. it's shown that employees with appropriate jobs will with efficiency work remotely, with no negative implications for his or her productivity or performance. Telework could even unlock new operating processes with the final word impact of increasing productivity. The pandemic crisis has additionally stressed the necessity for the creation of safeguards at intervals the work surroundings to safeguard employees' well-being Associate in Nursing to make sure an economical mixing of remote and on-the-scene workers, with no variations within the method they're treated or their career opportunities.

Antoni Wontorczyk, Bohdan Roznowski(2022) tells that With the COVID-19 pandemic having noncontinuous economies, businesses, and individual activities, it's vital to look at however completely different varieties of work have an effect on worker behaviour. This study applies work engagement (the key construct in organisational psychology) because the dependent variable and considers its determinants within the type of stress factors and attitudes toward remote work. The selection for the study was purposive. Standardised survey questionnaires were utilized in the study: UWES-9, Stress Management Standards, and Attitudes toward Remote Work. The obtained results indicate that there have been no vital differences between teams in terms of the intensity of labor engagement, however work engagement was explained by alternative variables that area unit completely different in every of the studied teams. Relationships and use of social media were the foremost vital factors among remote staff. For on-the-spot staff, the most

important factors were management and role definition. For practitioners, the results indicate that aspects of labor ought to be thought of so as to take care of high levels of labor engagement once employees area unit transferring to alternative varieties of work.

3. OBJECTIVES

- To identify the likelihood of working style of employees
- To study the Team building ability among employees
- To study the personnel management issues
- To analyze mental health and wellbeing of employees
- To analyze employee productivity in Hybrid Working model

4. SUCCESSFUL HYBRID WORK MODEL

Workspace flexibility Minimum and/or most amounts of time spent working remotely or at the workplace, as well as specifications of wherever the remote geographical point is also located geographically (nationally or internationally).

Work time flexibility. Minimum and/or most amounts for time spent throughout or outside of workplace hours.

Frameworks for fixing and chase area and time flexibility. Timeframes for hard the amounts pay operating remotely or asynchronously (weekly, monthly, quarterly or yearly), and constraints for the individual to require into consideration, together with mounted workplace days for teams, departments or whole organizations

5. CONCLUSION

The hybrid working model is a location-flexible arrangement, permitting staff to mix onsite and offsite work as they and their employers see work. Following the lifting of COVID lockdowns worldwide, a good range of hybrid arrangements have emerged, granting staff flexibility that was rarely offered before. Employees who are working hybrid have a lot of positive read of their company and hour team, each in terms of their ability to adapt to the pandemic and to specifically address their remote work issues. They conjointly feel a lot of productive whereas engaging at home, that is probably going because of a healthy balance between performing from home and going into the workplace. they need higher job satisfaction and report higher well-being and psychological state at work since the pandemic began than staff who are working completely from home or onsite.

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