

HUMAN RESOURCES | COURSE BROCHURE

Hybrid Work Policy Design and Implementation

5 days | Classroom training | English

SMART HORIZON

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London W2 6BD, United Kingdom

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Course content

Why attend

Hybrid working requires clear, fair policies that balance employee flexibility with business needs. This course covers designing hybrid work models and policies, eligibility and fairness, legal and tax considerations for remote work, workplace and technology requirements, manager guidance, and measuring the success of hybrid arrangements.

Unclear hybrid policies cause inconsistency, frustration and legal risk. This course helps HR and leaders design and implement hybrid policies that work for the organisation and its people.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course uses policy design workshops, case studies, scenario discussions and implementation planning.

Course objectives

By the end of this course, participants will be able to:
- Evaluate hybrid work models and their trade-offs
- Design fair eligibility criteria and policy rules
- Address legal, tax and health and safety considerations
- Plan workplace, technology and collaboration needs
- Equip managers to apply hybrid policies consistently
- Measure and refine hybrid working arrangements

Target audience

This course is suitable for:
- HR managers and policy specialists
- Workplace and facilities managers
- Senior leaders
- Employee relations specialists
- Internal communication professionals



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Target competencies

Participants will develop competencies in:

- Policy design
- Fairness and consistency
- Remote work compliance
- Workplace planning
- Manager enablement
- Policy evaluation

Course outline

Day 1: Hybrid Work Models

09:00–09:54	Trends in hybrid work
09:54–10:48	Model options
10:48–11:00	Business and employee needs
11:00–11:30	**Coffee break**
11:30–12:12	Business and employee needs (continued)
12:12–13:06	Evidence on productivity
13:06–14:00	Exercise: Selecting a model

Day 2: Policy Design

09:00–09:54	Eligibility and role analysis
09:54–10:48	Core rules and flexibility
10:48–11:00	Equity and inclusion
11:00–11:30	**Coffee break**
11:30–12:12	Equity and inclusion (continued)
12:12–13:06	Requests and approvals
13:06–14:00	Workshop: Drafting a hybrid policy



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Day 3: Legal and Practical Considerations

09:00–09:54	Employment contracts
09:54–10:48	Cross-border remote work and tax
10:48–11:00	Health and safety at home
11:00–11:30	**Coffee break**
11:30–12:12	Health and safety at home (continued)
12:12–13:06	Data security
13:06–14:00	Case scenarios: Remote work requests

Day 4: Workplace and Technology

09:00–09:54	Office space and desk booking
09:54–10:48	Collaboration tools
10:48–11:00	Meeting practices
11:00–11:30	**Coffee break**
11:30–12:12	Meeting practices (continued)
12:12–13:06	Connection and culture
13:06–14:00	Exercise: Workplace planning

Day 5: Implementation and Review

09:00–09:54	Manager guidance and training
09:54–10:48	Communication
10:48–11:00	Measuring outcomes
11:00–11:30	**Coffee break**
11:30–12:12	Measuring outcomes (continued)
12:12–13:06	Adjusting the policy
13:06–14:00	Capstone: Hybrid implementation plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the



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sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	16 Nov 2026	20 Nov 2026	**£3,150.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Frankfurt Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,650.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Kuala Lumpur Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,450.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**
Paris Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,860.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Rome Confirmed dates	11 Jan 2027	15 Jan 2027	**£2,450.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.-**
Istanbul Confirmed dates	18 Jan 2027	22 Jan 2027	**£2,650.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
Amsterdam Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,540.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.-**
Singapore Confirmed dates	15 Feb 2027	19 Feb 2027	**£2,820.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.-**
London Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Dubai Confirmed dates	15 Mar 2027	19 Mar 2027	**£3,150.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Barcelona Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,840.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**
Frankfurt Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,650.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,450.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Paris Confirmed dates	3 May 2027	7 May 2027	**£2,860.-**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.-**
Vienna Confirmed dates	10 May 2027	14 May 2027	**£2,940.-**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.-**
Istanbul Confirmed dates	17 May 2027	21 May 2027	**£2,650.-**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.-**
Amsterdam Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,540.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.-**
Singapore Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,820.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
London Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,450.–**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.–**
Cape Town Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,890.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.–**
Dubai Confirmed dates	19 Jul 2027	23 Jul 2027	**£3,150.–**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.–**
Frankfurt Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,650.–**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.–**



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Dates, venues and fees (continued)

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Kuala Lumpur Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,450.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Paris Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,860.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Rome Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,450.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Istanbul Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,650.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Amsterdam Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,540.-**



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Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.–**
Singapore Confirmed dates	18 Oct 2027	22 Oct 2027	**£2,820.–**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.–**
London Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,450.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.–**
Dubai Confirmed dates	15 Nov 2027	19 Nov 2027	**£3,150.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.–**
Cape Town Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,890.–**
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Dates, venues and fees (continued)

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Frankfurt Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,650.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online