

HYBRID WORKPLACE

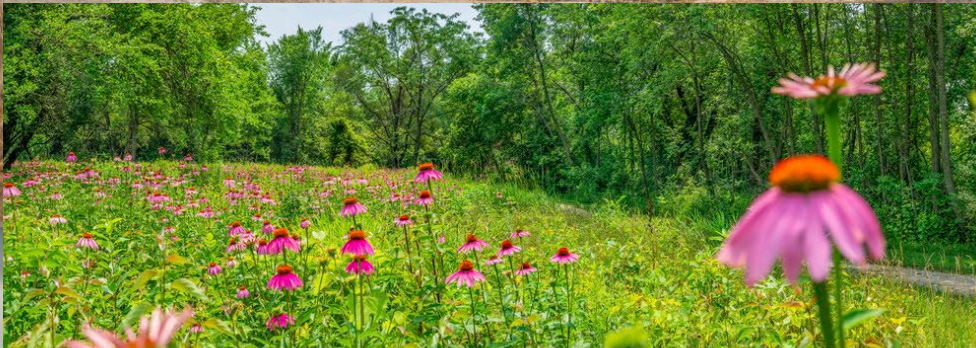
Navigating a new kind of workplace

Sonia Sledge, SHRM CP
Jim Harbaugh, PLA



**BOLTON
& MENK**

Real People. Real Solutions.



Our Why

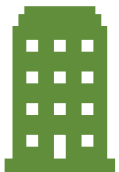
We believe all people should live in safe, sustainable, and beautiful communities.



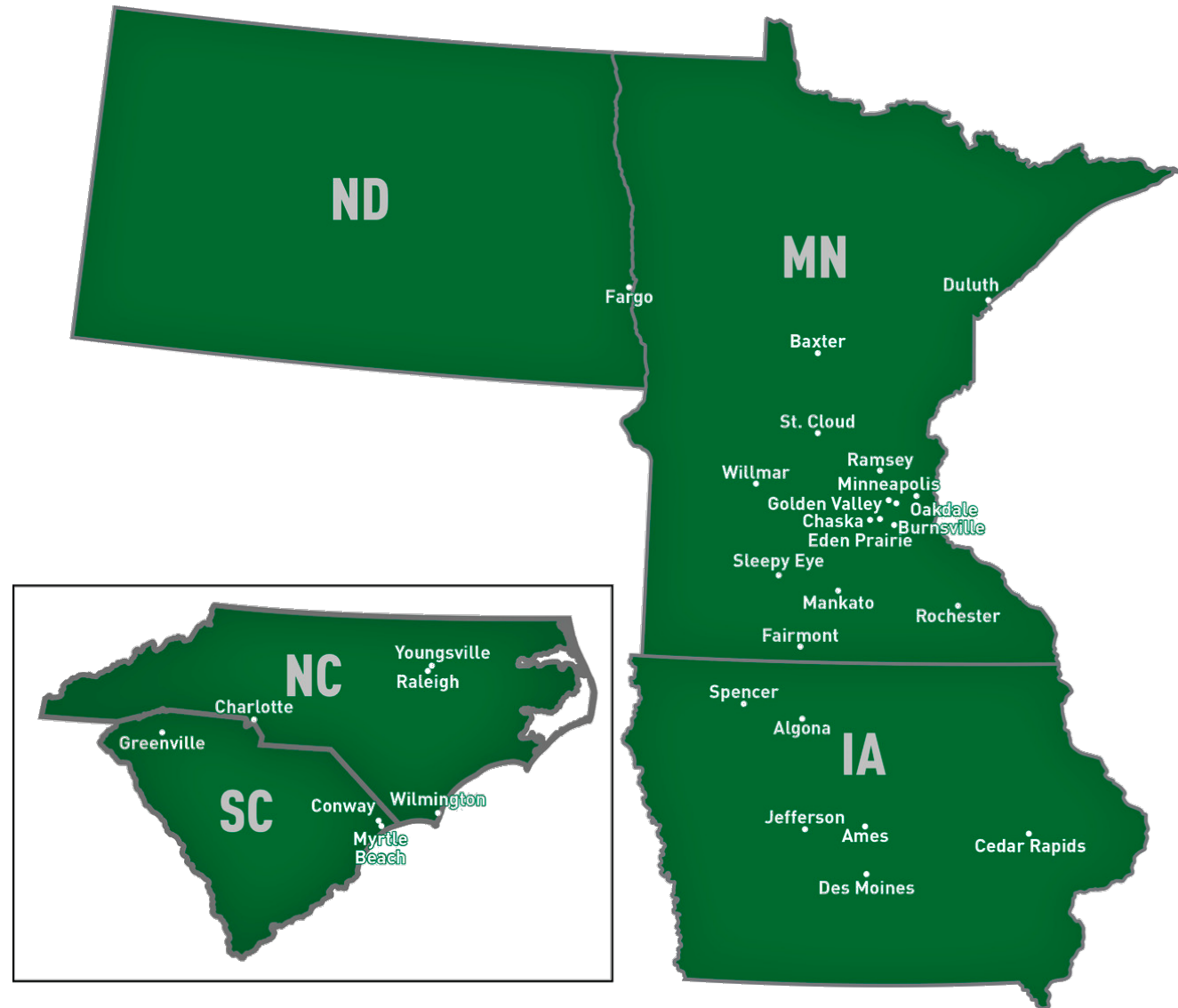
Locations



More than 800 staff and
100 interns



29 locations



Our Achievements

Authored children's book series



#132 among Top 500 Design Firms in US



Top place to work in MN & IA



Our Services



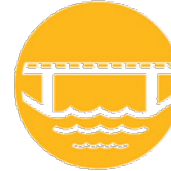
**CIVIL/MUNICIPAL
PLANNING &
ENGINEERING**



**WATER & WASTEWATER
ENGINEERING**



**TRANSPORTATION
PLANNING &
ENGINEERING**



**BRIDGE & STRUCTURAL
SERVICES**



AVIATION SERVICES



**ENVIRONMENTAL
PLANNING & PERMITTING**



**WATER RESOURCES
ENGINEERING**



**CONSTRUCTION
SERVICES**



**URBAN PLANNING &
DESIGN**



LAND SURVEYING



**GEOGRAPHIC
INFORMATION SYSTEM**



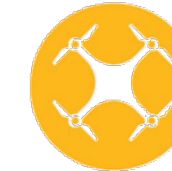
**PROJECT FUNDING
SUPPORT**



**PROJECT
COMMUNICATION**



STUDIO SERVICES



UAV SERVICES





Agenda

- ☐ Types of Workplaces
- ☐ Success in a Hybrid Workplace
- ☐ Bolton & Menk Implementation
- ☐ Hybrid: A Long-Term Plan



Types of Workplaces



Remote

Works at a location 100% of the time other than office or company work site



Types of Workplaces



In Office

Employee works 100% at office or company work site



Types of Workplaces



Hybrid

Flexibility to work both in and out of the office or company site





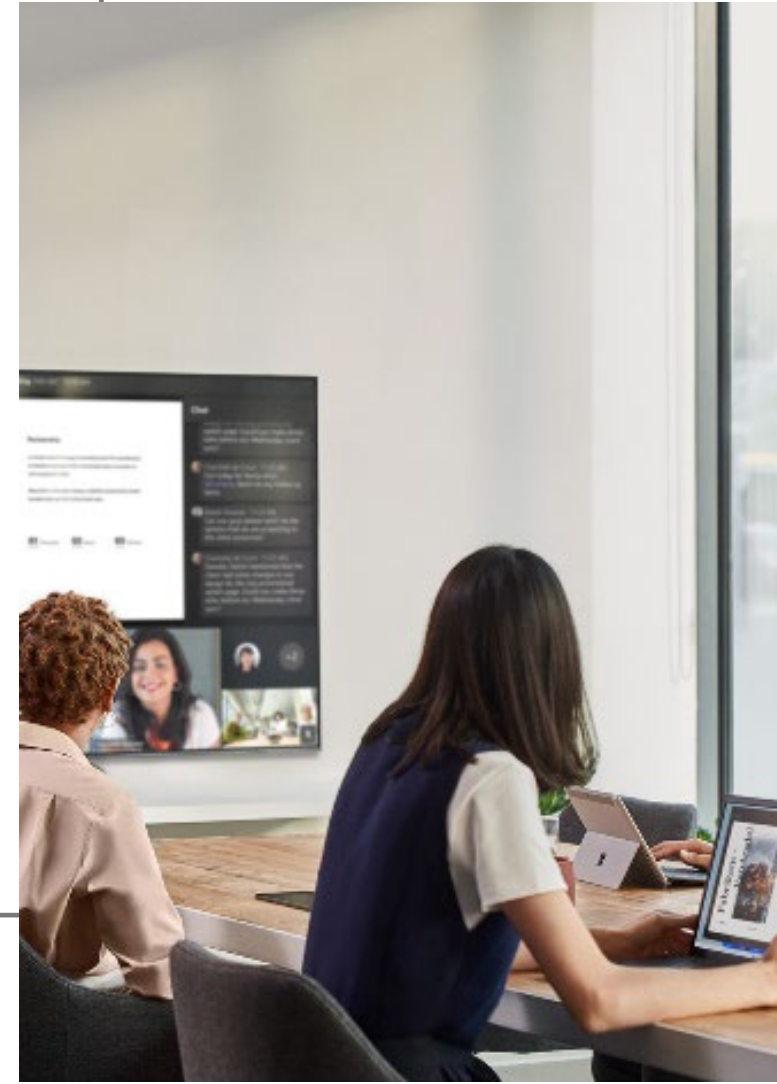
Why is Hybrid Successful

Employee happiness

Provides focus

Family life and work life

Inclusion



Creating a Hybrid Work Environment



Hybrid Essentials

Computer

Software Programs

Secure Network

Teamwork

Collaboration

Policy and Guidelines



Bolton & Menk's Implementation & Navigation



Policies and Guidelines



Software and
Security

Scheduling

IT Solutions

Collaboration



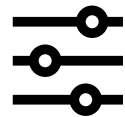
Navigating Hybrid



Career Growth



Remote Work in Other States



Work Preferences



Navigation



Our Approach



Performance Reviews

Focus on personal growth, goals, achievement, and improvement



Training

In-person, online, mentors, funded education, career long learning



Performance Management

Empowering employees and supervisors

Work Culture & Collaboration



- ✓ **Building Relationships**
- ✓ **Leadership**
- ✓ **One on One Check Ins**
- ✓ **Teamwork**
- ✓ **Peer 2 Peer Mentor**



*We believe all people
should live in safe,
sustainable, and
beautiful communities.*



**Focusing on staff collaboration
to make this a
long-term solution**



Thank You!

Any Questions?



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