WHERE WE WORK - GLOBAL PHILOSOPHY
Two New Global FTE Role Profiles

NEW

NEW

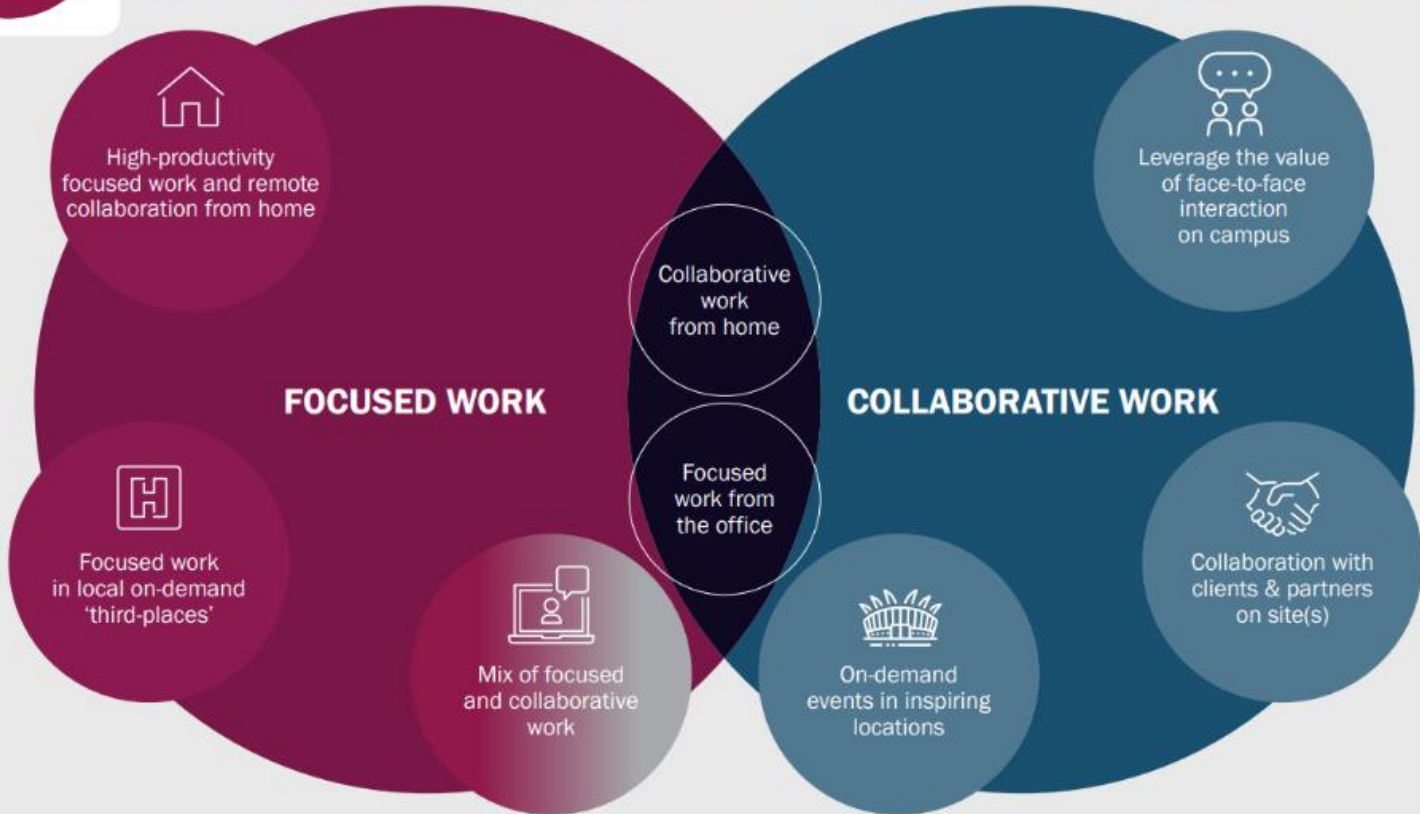| HYBRID	OFF-CAMPUS	FIELD	CAMPUS
Split On/Off-Campus	Job tasks can be performed off-campus	Job tasks completed in the field	All or most job responsibilities done on-campus
Job tasks can be conducted off campus, on campus and/or at customer sites	Heavy or consistent computer use	High level of customer engagement	
Co-location to a Biogen campus	No consistent campus presence		
Consistent campus presence	**Not currently offered in Switzerland**		

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HOW WE WORK - GLOBAL PHILOSOPHY

Role of the Office
The office becomes one of several components of the new workplace network or ecosystem

High-productivity focused work and remote collaboration from home

Focused work in local on-demand 'third-places'

FOCUSED WORK

Collaborative work from home

Focused work from the office

Mix of focused and collaborative work

COLLABORATIVE WORK

Leverage the value of face-to-face interaction on campus

Collaboration with clients & partners on site(s)

On-demand events in inspiring locations

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TIPS FOR CONVERSATIONS WITH YOUR MANAGER

Intended Audience: Employees in Switzerland

Before your conversation:
Familiarize yourself with the Switzerland HR Policy and Ways of Working Townhall Presentation prior to speaking with your manager. Remember: this is an evolving process, and we are all learning together.

When you speak with your manager, you may want to discuss the following:

- Your role categorization and what it means for how, when and where you work
- Any schedule changes if needed
- Any other questions or concerns you may have
- Role categorization for your manager and your team members, so that you understand when, where and how you will all be working together. Team Relaunch deck here
- Any next steps to clarify what the new Ways of Working means for you

When speaking with your manager, the following best practices are recommended:

- Listen and seek to understand
- Ask questions to ensure clarity
- If you disagree or are confused, challenge appropriately
- Know that your manager may not yet have all the information you're looking for, and may need to go back to other stakeholders (their manager, HR, IT, Facilities) to get the appropriate information to answer your questions

Remember that the new Ways of Working will require all of us to adapt to new ways of working together. Being patient, collaborative, open, and assuming best intent will benefit everyone during this transition.

Additional Learning
LinkedIn Learning course

Balancing Work & Life

How to Organize Your Time and Your Life

Organizing Your Remote Office for Maximum Productivity

Work From Home: Strategies for Success

Avoiding Burnout

How to Set Boundaries and Protect Your Time

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TIPS FOR WORKING OFF-CAMPUS & HYBRID
Intended Audience: Employees in Switzerland

WAYS OF WORKING

Introduction
- WHERE we work
- HOW we work

Tips & tools for employees
- Conversations with managers
- Working off-campus & hybrid
- Preventing Teams fatigue
- Key Resources

Experiment with your work desktop
- Ensure a safe and effective home worker setup. Ergonomic assessment
- Create a dedicated workspace.
- Organize your desk area.
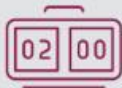
Create accountability for work
- Establish clear goals and deadlines.
- Set clear responsibilities.
- Intentionally plan and schedule.
- Manage agenda: Set time blocks for productivity.
- Set clear responsibilities.

Create accountability for yourself
- Take time for yourself.
- Create a flexible calendar to fit personal errands.
- Don't over multi-task, work to find balance.
- Work on your health.
- Follow tips to avoid burnout & and reduce cognitive fatigue.
- Follow tips for work-life integration.

Create work/home boundaries
- Set clear working hours (and inform others) and develop a routine.
- Create a schedule, don't forget about breaks!
- Reduce distractions.

Be visible at work, no matter your location
- Communicate clearly and effectively.
- Use synchronous tools to foster collaboration.
- Document, share notes, encourage discussion.
- Leverage video for meetings whenever possible.

Talk with your team
- Schedule regular check-ins.
- Keep in the loop on projects and key initiatives.
- Get to know your team.
- Celebrate wins and successes.

Take time to socialize
- Create time for personal discussion.
- Schedule informal 1:1s.
- Schedule and take time off.

Additional Learning
LinkedIn Learning course

Staying Organized While Working Remotely or On-Site

Tips for Working Remotely.

Building Relationships While Working from Home

Working from Home: Strategies for Success

Time Management: Working from Home

Improving Your Focus

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TIPS TO PREVENT TEAMS FATIGUE

Intended Audience: Employees in Switzerland

- ✓ **Minimize the number of meetings.**
  - Ask: Is this meeting necessary?

- ✓ **Virtual meetings:**
  - Define blocks of 25-50 minutes.
  - Include breaks between blocks of 5-10 minutes.
  - Virtual calls duration 3–4 hours max.

- ✓ **Take breaks**
  - Avoid scheduling back-to-back calls.

- ✓ **Don't multi-task during calls.**

- ✓ **Make sure your "work" space looks different from your "relaxing" space.**

- ✓ **Take Teams out of the full-screen option.**

- ✓ **Use an external keyboard to increase in the space between you and the screen.**

- ✓ **Use the "hide self-view" button.**

- ✓ **Try a walking meeting to keep your mind and body engaged.**

- ✓ **During long stretches of meetings, give yourself an "audio only" break.**

- ✓ **Incorporate informal ways to build relationships with virtual participants e.g., Introducing your pet.**

- ✓ **Rotate meeting leaders.**

- ✓ **Highlight wins.**

- ✓ **Don't make social virtual events mandatory.**

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Fragestellung

Wie können wir in einem zunehmend virtuellen Arbeitsumfeld das Engagement, die Loyalität und das Zugehörigkeitsgefühl unserer Mitarbeitenden fördern?