**Scenario:** Your company is transitioning to a hybrid work model. Develop a high-level plan using the ADAPT framework.

**Instructions:** Work as a team to complete the following prompts. Prepare a 30-second summary to share with the group.

**Assess Needs and Goals (3 minutes)**

What is the primary goal of this transition?  
*(e.g., Enable flexible work while maintaining productivity.)*

What are the top 2 challenges to address?  
*(e.g., Resistance to change, lack of infrastructure.)*

**Design the Strategy (4 minutes)**

What is the first step in your transition roadmap?  
*(e.g., Survey employees about hybrid work preferences.)*

**Align Stakeholders (2 minutes)**

How will you engage leadership and employees to gain support?  
*(e.g., Town hall meetings, leadership endorsement emails.)*

**Prepare and Execute (3 minutes)**

What resource, training, or tool is critical for success?  
*(e.g., Collaboration tools like Slack or Zoom.)*

What immediate action can you take to kick off the transition?  
*(e.g., Pilot the hybrid model with one team.)*

**Track and Evaluate (3 minutes)**

What metric will you track to measure success?  
*(e.g., Employee satisfaction surveys, productivity reports.)*

How will you gather feedback?  
*(e.g., Focus groups, anonymous surveys.)*

**Wrap-Up:** Each group spokesperson will present their summary, touching on these points:

1. Goal of the transition
2. Key challenge(s)
3. First action step
4. One metric for success

**ADAPT Framework Cheat Sheet**

**Use this guide to structure your plan during the activity.**

1. **Assess Needs and Goals**
   * Define the objectives of the transition.
   * Identify potential challenges or risks.
2. **Design the Strategy**
   * Develop the first steps for the transition roadmap.
   * Focus on actionable and measurable steps.
3. **Align Stakeholders**
   * Engage key groups (leadership, employees, teams).
   * Create a communication plan to foster understanding and support.
4. **Prepare and Execute**
   * Identify resources, training, or tools needed for implementation.
   * Outline one immediate action to begin execution.
5. **Track and Evaluate**
   * Determine how you’ll measure success.
   * Identify methods to gather feedback for improvement.