



## Team Canvas

A simple team-based tool to help teams agree how they work together day-to-day. It supports open conversations about flexibility, communication, boundaries and expectations



### Core operational requirements



### What do we do in person including when & how often



### What do we do remotely/hybrid including when & how often



### Rules and norms



### Purpose



### How we manage our meetings?



### How we support one another's wellbeing & needs



### Strengths



### Weakness and Risks

Team:

Date:

Review date:

# Flexible Working Team Canvas

Helping establish a common understanding of what flexible working means in your team.