

# The Perfect Office – V2

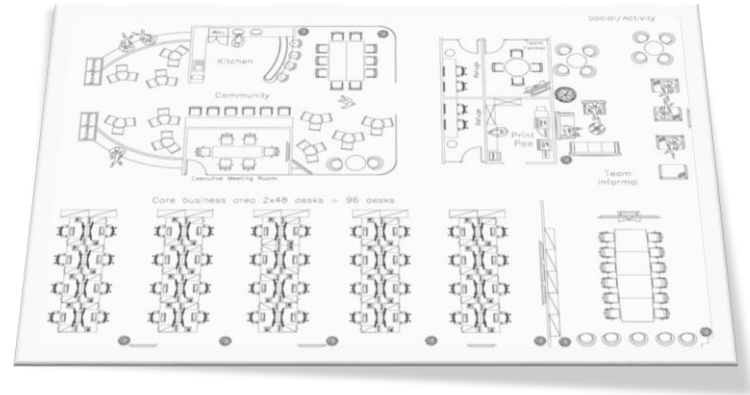
*How to create a High Performance Workplace*

## Summary:

- ✓ Increase organizational agility and flexibility
- ✓ Achieve a balance between communication and privacy
- ✓ Propose a variety of spaces for a variety of work
- ✓ Think in zones (Workplaces, We-Places, Me-Places)
- ✓ Places to work, not workplaces
- ✓ Increase productivity of employees
- ✓ Improve employee work-life balance

new spaces @ work

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**Work is now “what we do”, not “a place where we go”**

## A Sustainable workplace

**INTRODUCTION:** What's is a perfect office ? A smart workspace where people can achieve their work with the best Tools / Results.

New ways of Working: **Work is now:**

**“what we do”, not “a place where we go”**

Enabling today's flexible workforce

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## CREATE SMART WORKSPACES WHERE PEOPLE CAN ACHIEVE

Workplaces have a big impact on people productivity, talent retention and costs. Workplaces need to support people, operations and business goals. Create the right environments for people to collaborate, focus and achieve more. Remove barriers like noise or lack of privacy. Re-purpose unproductive and unused space to reduce costs and increase your business performance. Leading change for successful workplace transformation.

## EVOLUTION IN OFFICES

- From individuals workforce → to team workforce
- From individual workplace → to shared workplaces
- From 9 to 5 in the office → to “what we do”, not “a place where we go”
- From team members at the same place → to mobile individuals; virtual team
- From Manager supervising → to Management leading and inspiring

→ **Enabling today's mobile workforce.**

→ **Employees to be judged on performance and not on hours spent in the office.**

→ **Higher Morale. Workplaces with flexibility have less absenteeism and turnover.**

→ **Staff should feel trusted and valued to increase productivity.**

→ **Collaborative workspace, intended to boost morale, encourage collaboration conversations that lead to a lot of creative ideas.**

## COFFEE MACHINES

Coffee is considered an essential part of the workday by most workers. Coffee corners and good coffee machines (also water fountains) will make employees happy.

Read more: [click here](#)

## WORKSTATIONS

Desk equipment is critical to ensure that employees have the best tools to work. A good setup will increase workforce mobility.

Read more: [click here](#)

**WORKPLACE FLEXIBILITY IS AN AWESOME LEADERSHIP TOOL. USE IT.**

## HAVE FUN

Work isn't always only work ! Have fun at work; Break-out, game rooms are stress relief

## SAVE RENT WHEN FLEXIBLE

With Flexdesk option, you can save millions on rent

Read more: [click here](#)

## STAY CONNECTED TO YOUR TEAM

Working remotely is becoming increasingly popular. Many video conferencing systems are used today and easy to use and to stay connected to your team.

Read more: [click here](#)

## Workplace Strategy (WS)

**Workplace Strategy:** is “The dynamic alignment of an organization’s work patterns with the work environment to enable peak performance and reduce costs.”

- In practice, a workplace strategy is: “a systematic approach for improving the effectiveness and efficiency of how work space is used by changing the way work space is configured.”

If done well, a good **workplace strategy** will allow organizations to get the greatest return on their investment.

Attract and retain  
the best talent

Improve communication & collaboration

Improve employee work-life balance

Work is now “what we do”, not “a place where we go”.

Increase productivity of employees

Telecommuting

Create smart workspaces where people can achieve

new spaces @ work

NO ORDINARY DAY IN THE WORKPLACE

Reduce Real Estate and Facilities Costs

Increase employee satisfaction

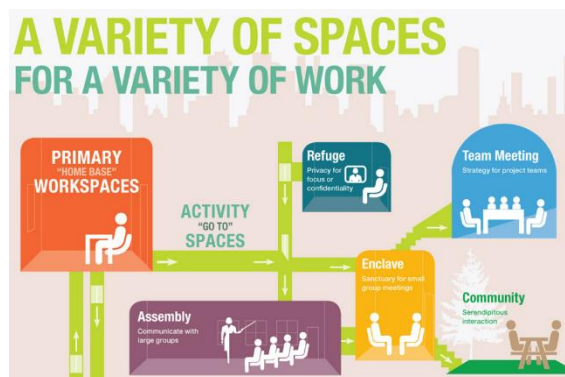
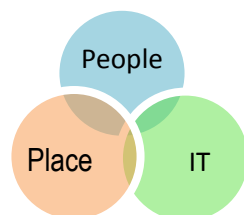
Increase organizational agility and flexibility





















Flexibility: Bigger  
Than A Benefit

Actual trends in office environments

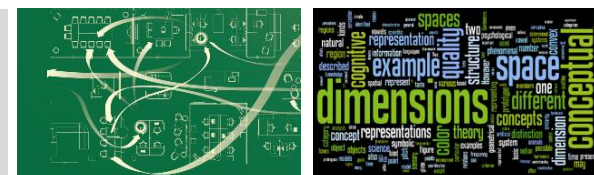
Enabling today's mobile workforce

## new spaces @ work



	WORKPLACES	WE-PLACES		ME-PLACES	SUPPORT	
DEDICATED	 SINGLE WORKPLACE	 SINGLE TEMPORARY	 RECEPTION WAITING	 MEETING CONFERENCE	 THINK TANK	 ARCHIVE
	 TEAM WORKPLACE	 TEAM TEMPORARY	 OPEN COLLABORATION	 LOUNGE MEETING	 TOUCHDOWN	 TECHNICAL ISLAND
	 MANAGEMENT	 MANAGEMENT TEMPORARY	 CAFETERIA	 CO-CREATION WORKSHOP	 QUIET ZONE	 WARDROBE
SHARED				 RE-CREATION	 DEPOT	

Source:  
Bene, Knoll

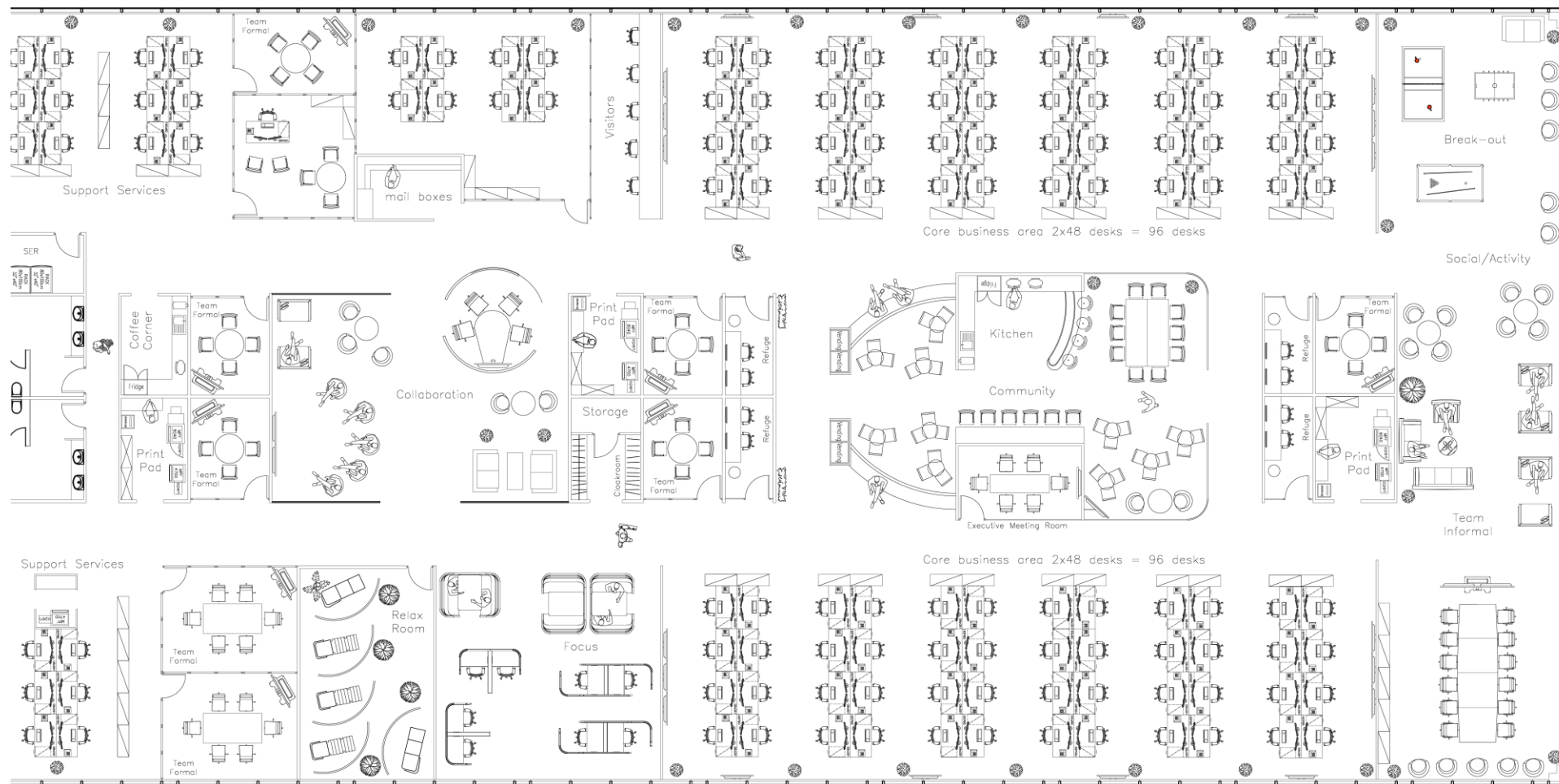


## Floor Plan

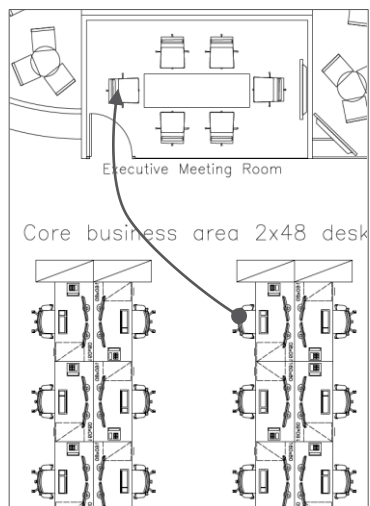
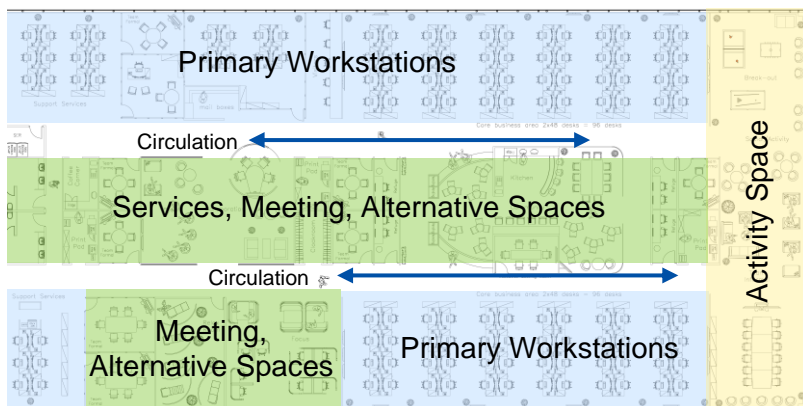
**Layout:** To create a High Performance Workplace, Management & Designers should focus on:

- ✓ Increase organizational agility and flexibility *Work is now “what we do”, not “a place where we go”*
- ✓ Achieving a balance between communication and privacy is the key to success
- ✓ Propose a variety of **Spaces** for a variety of work

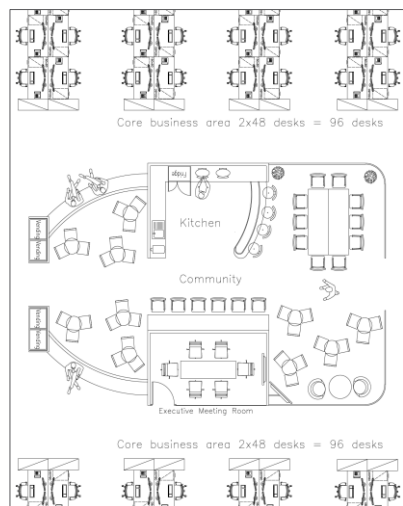
*Below an example of a floor plan with variety of spaces for of an International Trading company*



## Variety of Spaces

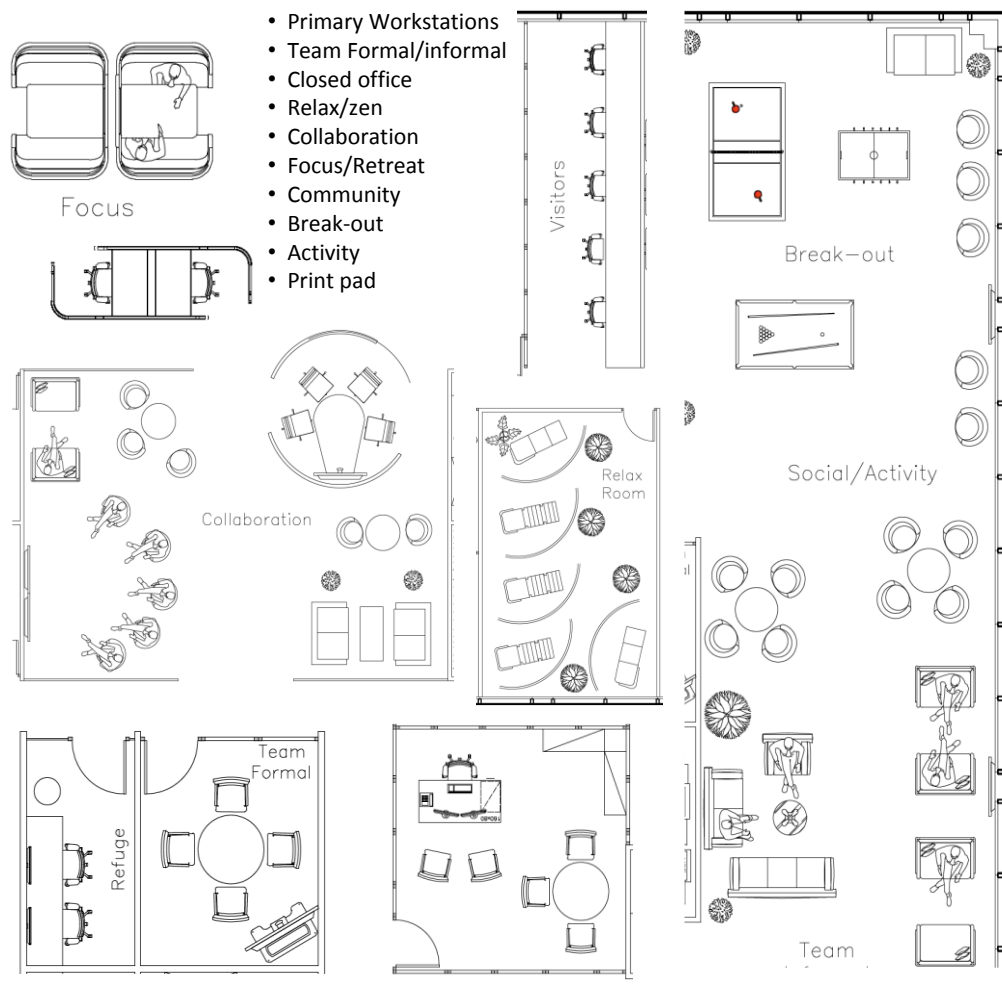


No private offices for CEO's or HR; Within the team with a nearby meeting room for privacy  
> Good motivation spirit.



Office kitchen/break room as collaborative workspace, intended to boost morale, encourage collaboration, starting conversations that lead to a lot of creative ideas.

## A VARIETY OF SPACES FOR A VARIETY OF WORK

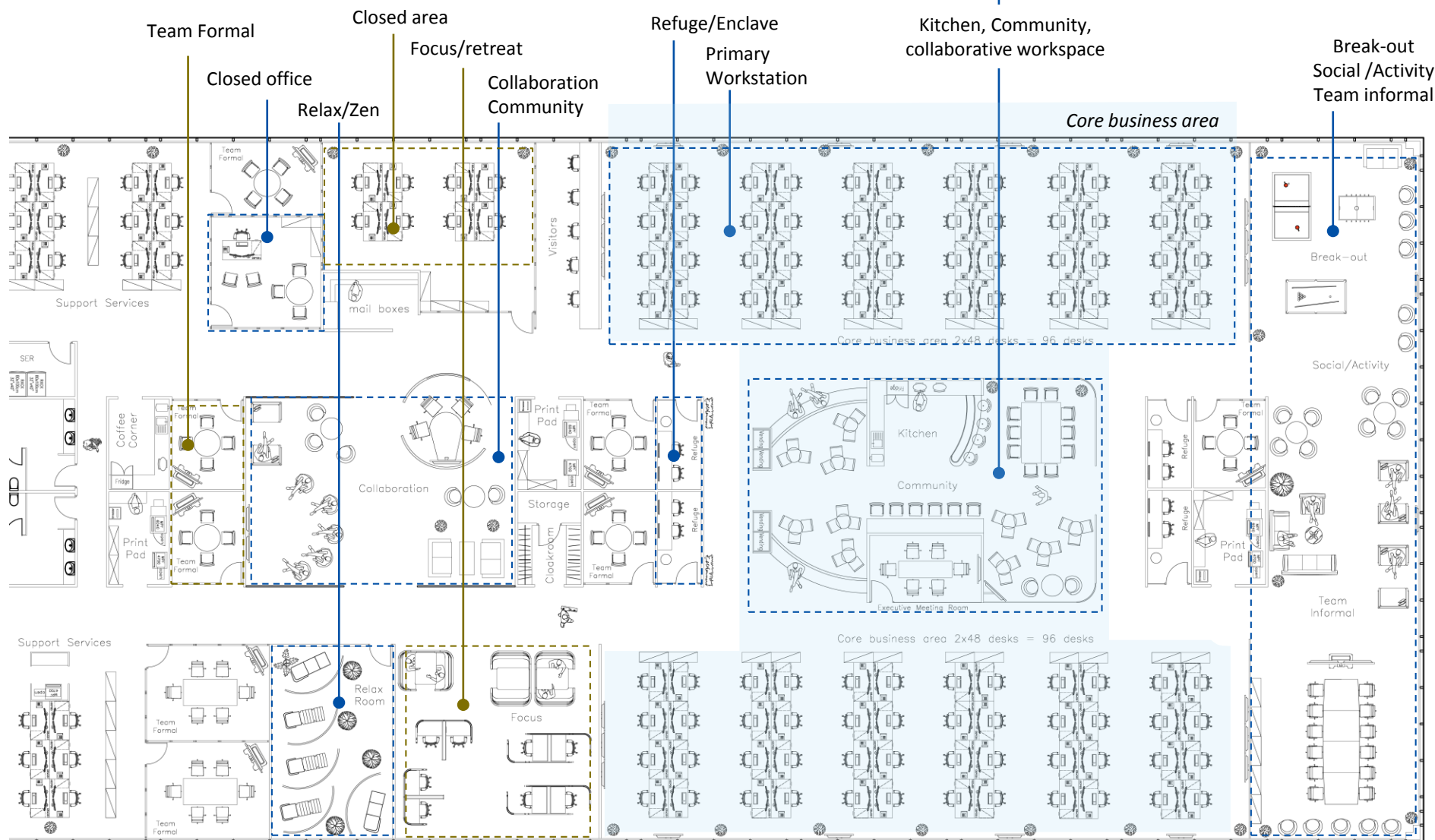




Now some companies are seeing office kitchens in a new light, turning them into gathering showplaces intended to boost morale, encourage collaboration and impress clients. "At home, where does interaction happen? The kitchen," said workplace strategist, Laurent Deshusses, who tries to get people to do the same thing at work. "It's about making personal connections: Starting conversations that lead to a lot of creative ideas."

## The Perfect Office – V2

### Think in zones



## Variety of Spaces

✓ Propose a variety of Spaces for a variety of work



*Focus/retreat*



*Team informal*



*Team informal*



*Collaboration*



*Focus/retreat*



*Community*



*Team informal*



*Community*



*Collaboration*



*Relax*



*Relax*



*Refuge*



*Team Meeting*



*Enclave*



*Relax*



*Activity Space*



*Primary workstations*



