

How to Encourage Team Collaboration and Productivity within Modern Office Layouts

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Striking a balance

Privacy, collaboration and productivity in the workplace

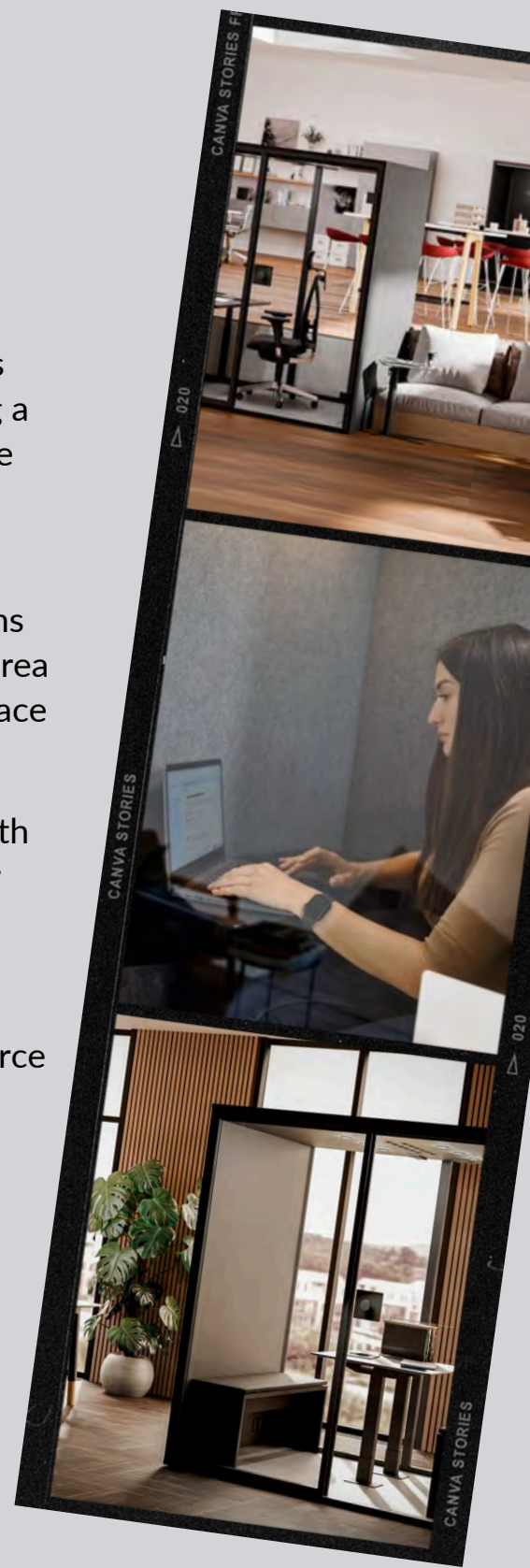
In the fast-paced modern business environment, much is expected from employees. The very first step in creating a motivated, productive workforce who are happy to come into the office in the morning is to offer a working environment where they can flourish and succeed.

Most professional roles involve varied tasks, which means your team will alternate between requiring an informal area to brainstorm, a private place to meet and a secluded space to concentrate multiple times a day.

Not only that, offices need to work for your business both today and tomorrow, so if you have short-term plans for growth, that needs to be taken into account. Equally, if your office is now a hybrid working space in the post pandemic era, it's also important to repurpose it so it doesn't feel empty and uninspiring without a full workforce in situ at all times.

Very often rethinking the way you furnish your office provides a way forward that is far less expensive and stressful than moving premises.

Read on to find out how your business can create an environment of harmonious productivity for every team member in the modern open plan office.



Versatile office furniture for flexible working

We live in an era of hybrid working and sky-high rental costs, combined with the need for an awareness of the importance of providing healthy working environments. This means that creating a high functioning, happy working environment is not as straightforward as it was in the past when people routinely worked at the same desk five days a week, and employers didn't have the same responsibilities with regards to occupational health.

Whether you're creating a hotdesking environment for hybrid employees or furnishing a workspace for a team of office-based full timers, the modern workplace is as much an environment for teamwork as for solo work, so striking the balance between privacy and openness in the workplace is key.

The good news is there is a new generation of stylish, modern and versatile office furniture designed to fit around your changing requirements by providing truly innovative solutions, facilitating both privacy and collaborative working.



How to make the right office furniture choices for your business



Open plan offices are now a tried and tested staple of the modern working environment. However, they can present a challenge in terms of finding the right balance between providing space for concentrating on solo work, as well as brainstorming and meeting with colleagues and clients.

So, the first thing to consider is how to use your space intelligently and to its full potential. Obviously, this differs greatly for everyone; a large airy office with one or more meeting rooms and a reception will have completely different options and needs to a smaller space with no private rooms and a growing team to accommodate.

Navigating the choices on offer may seem daunting at first, however our office furniture experts can support you every step of the way. But before we get to the exciting part of actually choosing your furniture, it's important for us to get to know you. We'll take the time to build up a clear picture of your brand to better understand how we can help you maximise your office space to get the most out of your team. That could mean advising on a new meeting room layout or helping you find the perfect office work pod to transform your working environment.



Planning a collaborative workplace

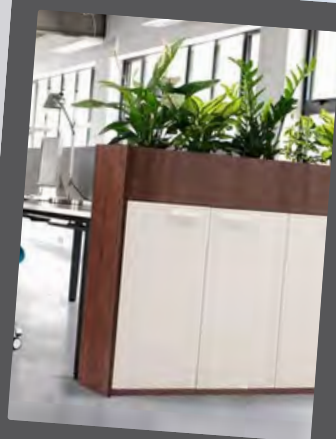
The first step in the process is considering how to use your space intelligently and to its full potential. It's a good idea to get feedback from your team at this early stage to gather ideas you might not have thought of and to find out about any issues you may be unaware of. For example, your employees may tell you that they don't feel they have enough privacy to hold video meetings at their desk and conversely, that they are unable to concentrate when their colleagues are on video or phone calls.

One increasingly popular option that is a guaranteed gamechanger for the businesses who use it, is the installation of office work pods and booths. Work pods such as these offer both privacy for solo work and space for collaboration in any open plan office. Read on to find out more about the many and varied types of office pods that are available.

It's also important to remember that deciding where *not* to place office furniture is just as important as where to position it. Open space and uncluttered walkways are crucial to allow employees to move around easily, as well as for safety in an emergency.

Furnishing an open plan office does present challenges, however, there are plenty of advantages of working in the digital age, when there are less storage needs than in the past. That said, the filing cabinet hasn't been consigned to history just yet, so it's important to work out what you will realistically need in terms of cupboards and drawers, and how they will work in harmony with the furniture you choose.

Fortunately, these days office storage needn't be the ugly metal boxes of yesteryear. Storage solutions such as low credenza cabinets and modular shelving score high on style, as well as practicality by complementing the modern office furniture you choose. You can even add chic planters to include some essential greenery in the working environment.



Creating a functional open-plan office with clever use of furniture



These days most professionals are used to the concept of hot-desking, and in a post-pandemic world where more and more companies have embraced the benefits of hybrid working, the office space needs to cater for a constantly changing number of team members being around at any one time. Add to that the fact that more senior managers will be in the office on days where there is a board meeting, while junior staff may take advantage of their flexibility to work irregular office hours, and there is a lot to think about when creating an office space that will serve everyone well.

The old saying may go 'you can't please all of the people all of the time,' but with innovative modern furniture you can! We can help you create a productive space where people can concentrate on solo projects in peace and quiet, while others are in a Zoom meeting, engaging in a team catch up or hosting a confidential meeting with clients.



We help our clients achieve this by making the very most of all the space available to them with the office furniture that suits their needs best. As well as using modern furniture with fantastic acoustic properties such as office pods, modular seating and easily adjustable chairs and desks, this can include placing office furniture in underused areas such as corners, wide corridors and in reception areas.

However, getting the basics right with high quality and functional desks and desk chairs is crucial too. Office desks need to be big enough for all the portable equipment your team needs, as well as providing ample space for work. They also need to partner with well-designed, comfortable and easily adjustable ergonomic office chairs to offer a functional base for productivity.

Sit stand desks are also a great addition to your office as they offer employees the chance to take advantage of the physical and mental health benefits that a break from sitting down at a task can bring. Sit stand desks are available in many styles and sizes but it's important to choose one with a fast, efficient and durable motor for ease of use by the whole team.



The transformative power of office work pods and booths



Solo work pods

One-person work booths offer a sanctuary of calm to concentrate on important tasks in the midst of the busy open plan workplace. They are available with features including acoustic properties, lighting, power points and the ability to configure alongside other pods to offer multiple solo work stations. Depending on your needs, you can choose from fully open work booths, to fully enclosed booths with doors for the ultimate in privacy and solitude.

Meeting pods

In years gone by, an office without a meeting room was unthinkable. However, these days, meeting pods offer a fantastic alternative to the traditional meeting room. For larger companies, they can provide another place to collaborate within the office.

Office phone booths

Whether it's cold calling a list of potential leads or holding a virtual meeting with a valued client, sometimes it's necessary to get away from the buzz of the busy office to make important calls. Office phone booths give your team both the physical environment and the headspace they need to do this, while providing an eye-catching focal point in the office.

Depending on your requirements, you can choose between open and fully enclosed acoustic phone pods with glass doors. Again, these are available with lighting and ventilation to keep energy levels up. Many models also come with a variety of options for seating, desk space and plugs, meaning it's easy to create a small working space which is ideal for focused work.

Moveable office pods

As substantial and often large structures, most meeting pods are not designed to be moved, although they can be on occasion if necessary. However, you can opt for a mobile pod on easy-to-navigate castors, meaning you can bring the meeting or solo workspace to wherever you need it within the office.

Creating a meeting room that means business

Whether you're furnishing a large boardroom or a meeting space for your small business, your meeting room is where first impressions are forged and deals are done, so getting it right is key.

No matter how important or interesting the topic being discussed is, it's impossible for everyone to remain engaged if the room feels stuffy or cramped or if people are constantly having to shift around in uncomfortable chairs.

Again, this is where our furniture experts come in. They can advise you on how to get the most out of your meeting room while creating a spacious environment with room for everyone to breathe, think and make things happen.

Lighting, ventilation and ample power points are all important aspects to consider, as well as getting the right size and amount of meeting room furniture in the room. One common mistake is overwhelming the room with overly bulky furniture that's surplus to requirements for the majority of meetings you hold.



Here are the key points to consider with meeting room furniture.

Meeting tables

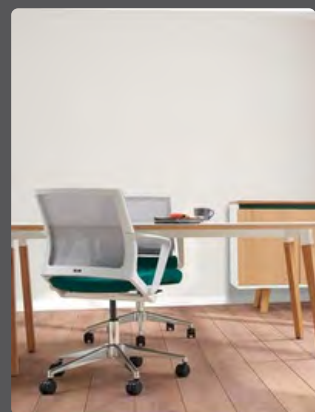
Your meeting table sets the tone for successful team collaboration and forms a first impression for clients and visitors. Not only that, your meetings are far more likely to lead to successful outcomes if your employees and guests feel alert and comfortable when engaging in important discussions.

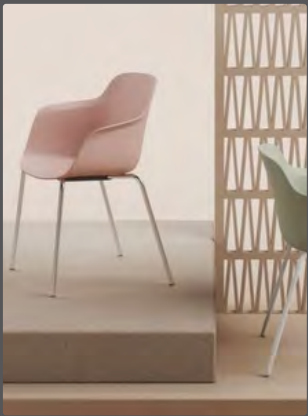
Whether you're looking for a small meeting table for brainstorming sessions in the middle of the office, or a conference table to sit up to 16 or more, you can talk to us about your needs in terms of size, budget and brand identity. From there we'll guide you towards a high quality and stylish executive table to do business at for years to come.

Traditional meeting tables will always have a place in the workplace, but it's also worth considering alternatives to the main executive table. High meeting tables are becoming increasingly popular for dynamic collaboration sessions. They are great for productivity as people are more inclined to focus on the matter at hand and stick to the pre-agreed timescale when they are standing up. High meeting tables also work well as an alternative meeting space within the office for employees to brainstorm or have informal catch ups when the meeting room is being used for more formal or confidential gatherings. They also have the added benefit of providing an opportunity for employees to take a break from sitting down.

Folding and tilt-top tables that combine the quality and style you expect from a permanent fixture are also worth considering.

These days there is a great choice of high-quality tilt top tables that can be brought out when the occasion demands, and easily stored the rest of the time.





Meeting chairs

The chairs you choose need to look good, while offering a comfortable seat at the table for your guests and employees. Opt for modern, ergonomically designed meeting chairs that are designed to complement your table. From adjustable chairs on wheels to offer the ultimate in comfort and flexibility without compromising on style, to swivel chairs, to stackable visitor chairs, your seating should provide everything needed to make sure everyone has a comfortable and stylish seat at the table.



Meeting pods

No meeting room? No problem! These days you can invest in a meeting pod to replace the traditional meeting room. These kinds of office pods, which typically seat between 2 and 8 people comfortably, also provide a fantastic alternative to the main meeting room in your office.



If you need a meeting pod that guarantees totally privacy, you can opt for an added privacy meeting pod. Including features such as roofs, sliding glass doors and sound-absorbing upholstered walls, these office pods offer an oasis of calm confidentiality in even the busiest of working environments. Indeed, some of these pods genuinely do create a room within a room, making them a fantastic alternative to moving premises!



Many meeting pods are available in different configurations and sizes to accommodate your requirements. This includes the choice of open sided meeting pods or ones with closed back walls, and low, medium or high side panels. So, as well as being able to choose the right option for you, you can mix and match different privacy levels with two or more pods to create a seamless style statement throughout the space.



Whichever meeting pod you choose, high levels of quality and user-friendly design increasingly come as standard. Not only do many meeting pods feature ergonomically designed seating, you can choose adjustable LED lighting and ventilation fans in enclosed pods to provide the natural air circulation needed to keep everyone alert and attentive.

Making the most of your reception space and breakout areas

Well thought-out reception areas are a must to make the right first impression on clients and visitors. Not only that, they can provide an alternative to the desk on long working days and at break times.

Many office managers feel that they don't have the space or budget to create a breakout area beyond the main office. However, with clever use of modern office furniture such as acoustic seating that can be run along walls and around otherwise awkward-to-reach corners, you may well be surprised! And while it's true that furnishing a breakout area involves an initial outlay for well-designed furniture built to last, it will soon pay dividends in terms of boosting team morale by enhancing your facilities.

Modular seating, with its inherent flexibility, allows office managers to configure workspaces in response to changing needs. This versatility is invaluable for accommodating fluctuating team sizes, hosting client meetings and organising collaborative projects.



When it comes to configuration, the possibilities are endless. All you need to do is use your imagination! If you need inspiration, our office furniture experts are here to advise you on the best options for creating a stylish and functional soft seating space to suit your needs.

Office pods, such as acoustic soft seating can provide a great solution in these often-underused areas to offer a space for people to meet or take time out from the main office. Their high backs and sides, combined with the innovative noise-absorbing materials they are made of, means they offer your team a place to catch up uninterrupted, take some well-deserved time out or concentrate on some reading.

Typically, acoustic seating pods are available as one, two or three-seater sofas to offer a solution for every space, whether that's in the heart of a busy open plan office, a breakout area or your reception area.

It's also important to remember that acoustic seating doesn't just provide benefits for its users. By adding soft furniture with innovative built-in sound-reducing properties you can create far better overall acoustics than are generally found in spaces filled with hard furniture.





Adding the final flourish

Once you've decided on your furniture, the fun really begins as it's time to choose the colour and upholstery options that will best reflect your brand. When it comes to the soft furnishings we supply, the options are almost endless, with hundreds of chic and high quality [fabrics](#) available.

Talk to us about the ideal office furniture solution for you

With almost four decades' experience as a family business working with a handpicked selection of high quality, design-led office furniture manufacturers, we're ready to help you create your own bespoke workplace.

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