

Create a Desirable Workspace

Your Office Design Can Help



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Smart office updates can help you transform your office into a space where workers want to be. Deliver the post-pandemic experiences that workers are craving, and you will likely see more buy-in for your Return to the Office (RTO) initiatives.

Office spaces have the potential to help leaders meet some of their most pressing business challenges. Many managers are currently trying—and often struggling—to get workers back into the office. We know that there are myriad benefits to in-person office work, but how can managers compete with the creature comforts of the WFH lifestyle?

Your office spaces can actually help you achieve your in-office objectives, making the time teams spend together more worthwhile. Whether you're looking to enhance collaboration, boost retention, upskill your workforce, or attract new talent, we'll show you how a savvy approach to office design and space planning can help you meet the internal business goals that matter most to your company right now.

Table: Contemporary Collection, NBF Signature Series

Chairs: Parquet Collection, NBF Signature Series

Table: Contemporary Collection,
NBF Signature Series

Chairs: Parquet Collection,
NBF Signature Series



Spaces that have the biggest impact on employee experience

The spaces that have the biggest impact on employees are those where they spend the most time. Think workstations, private offices, conference rooms, break spaces and lunchrooms, and training areas.

Each of these spaces comes with huge potential—and different levels of investment necessary for an upgrade. You'll see a noticeable shift if you invest in improved workstations, but that also comes with the heaviest lifting. You have to consider electrical needs and space requirements, not to mention allocating enough budget to update all the workstations in your office.

Top Office Spaces to Update **NOW**

If you're looking for a change you can make today that will have an immediate impact on employee experience, consider the communal spaces where employees regularly spend time.

Breakrooms

Employees visit breakrooms daily. It's the place to rest and recharge. Because breakrooms are so emblematic of company culture—and because they have the potential to positively affect workers' experience of the in-office workday—they have the unique potential to help your organization attract and retain new talent.

Training Rooms

Training rooms are office-space workhorses in 2 ways—they provide organizations with a space to upskill employees, which is especially important in industries struggling to overcome skill gaps to meet their business potential. Training spaces can also help employees feel like you're investing in them in a meaningful way, which in turn can contribute to higher retention rates.

Conference Rooms

If innovation is your biggest challenge, start considering your conference room. Conference rooms provide space for in-office and hybrid teams to connect, share ideas, and move the needle. When you take a smart approach to conference room design, you can help your teams get the most out of their time together, making it more likely that you'll hit business goals.





Table and Chairs: Loft Collection, NBF Signature Series

1 Breakrooms

Breakrooms offer teams space for reprieve throughout the day. Set a restorative tone and enhance company culture with the right breakroom design.

How Breakrooms Can Help to Attract and Retain Talent

Highly talented workers want a great, relaxing space where they can unwind. While breakrooms may seem unassuming, a well-designed breakroom will likely be appreciated by every employee who works from the office. And it's likely to stand out on an office tour with a potential new hire. By investing in your breakroom now, you can make a fast and easy-to-execute improvement that boosts morale while also helping to attract and retain top talent.

The top 5 reasons breakrooms can support improved talent attraction and retention:

1. Breakrooms support improved work-life balance.
2. Breakrooms foster social connection.
3. Breakrooms allow employees to do great work.
4. Breakrooms improve employee wellbeing.
5. Breakrooms are a key market differentiator.

Breakroom Design Tips

Here are our top tips for getting the most out of your breakroom revamp.

Choose furniture that promotes comfort and relaxation.

Create a relaxing environment that emphasizes seating, lighting, and other amenities.

Encourage social connection. Impromptu interactions

are among the top benefits of working from the office, and breakrooms are conversation hubs. Play with breakroom layouts that foster connection.

Champion health and wellness. You can support your employees' and organization's health and wellness goals by providing space for physical activity, stretching, and downtime, reading materials (or other enrichment opportunities), and healthy snacks/water, and access to fresh air and sunshine.

Offer worker-led personalization. If possible, provide workers with the opportunity to weigh in on the changes they want to see within the breakroom. When people feel invested in the change, they're more likely to engage with the results.

Support diversity and inclusion. As you update your space, be sure to create an environment that speaks to the diverse needs and preferences of your workforce by respecting the different dietary requirements, religious practices, physical and mental needs, and cultural preferences of your colleagues.

Showcase awards and accolades. Create a space that feels lived-in and loved by celebrating organizational and employee wins. Find a spot to display accolades, thank you notes, awards, photos, and other positive memorabilia.

Breakroom Mistakes to Avoid

Hanging onto out-of-date amenities. Up-to-date, fully functional amenities signal to employees that you value them. From food prep (refrigerators, coffee makers, and microwaves), to furniture (breakroom tables and chairs), replace anything that's broken or outdated. Nobody wants to moonlight as the repair person while they're on break.

Forgoing privacy. Your breakroom should be a place that offers reprieve, should workers want time away from others. Consider adding privacy pods or private seating (in addition to communal seating options) so employees have somewhere to make personal calls, read, or recharge in peace.

Skimping on ventilation and lighting. Ensure proper ventilation and if possible, access to natural light. Poor air circulation can lead to stuffy, damp, or humid conditions. Inadequate lighting can make the space feel dingy.

Offering too little space. Find ways to infuse your breakroom with a sense of spaciousness. Working with a limited footprint? Utilize small-space solutions to help make the most of your breakroom. You don't want a cramped space that feels crowded and claustrophobic.

Forgetting to be inclusive. Your workforce is diverse. Your breakroom should be, too. Stay away from design options that don't factor in accessibility needs, dietary differences, and religious or cultural practices.



Table: Dailey Collection, KFI Studios
Chairs: Imme Collection, KFI Studios

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Training Rooms

When you create a space for teams to upskill and grow, your organization grows with them.

The Benefits of Doubling Down on Employee Education and Development

Training rooms are a wonderful tool for supporting employee happiness, efficiency, and confidence. When you invest in a dedicated learning space, you give your organization tools for more effective change management, strengthen company culture, and better prepare the company and employees for the future.

- Training spaces can help you fill the skill gap if you're experiencing a boom in demand.
- Investing in employee development can fuel organizational performance and keep your company competitive.
- Training demonstrates to your people that you're invested in them. And that makes them more likely to stay invested in you.
- You can help new hires get up to speed quickly, decreasing the time the onboarding period takes.

All these benefits contribute to improved employee retention. Workers are more likely to stay at a company where they feel valued and like they have the tools and skills they need to perform their job well.

Training Room Design Tips

Follow these simple steps to design a top-notch training room:

Choose a layout that best meets your education and learning needs. Different furniture layouts are best suited to different training session styles. The most common are classroom style, U-shaped, or theater-style.

Consider inclusivity and accessibility. Ensure your training room meets the physical and mental needs of your workforce with seating options, spaces, and tools that are accessible for participants with disabilities.

Plan for seating needs. Training rooms often need to be among the highest-capacity seating spaces in the office. Keeping additional [collapsible chairs](#) on hand can be a helpful way to be sure your training room seating capacity can flex to meet changing needs.

Check acoustics and audiovisual equipment. Choose sound-absorbent materials, implement high-quality audio equipment (like microphones, speakers, and PA systems). Offer demonstration tools (projectors, whiteboards, and interactive digital displays) to enhance presentations.

Include a range of comfortable workspace options. It's easier to maintain attention when you're comfortable. Outfit the space with [comfortable, adjustable chairs](#). [Wheeled training tables and chairs](#) make it easy to rearrange furniture mid-session, infusing training with movement and a change of pace for attendees.

Upgrade tech and connectivity features. Technology goes a long way toward creating a functional, educational training room. Look for tables that incorporate or hide power or internet cables. Don't forget to leave room for enough desk/table space for employees to bring laptops or other devices they may need.

Provide effective storage solutions. Include cabinets, lockers, and other [storage](#) spaces so you can keep training tools—like presentation materials, pens, paper, whiteboards, and personal items—tidy and organized.

Prioritize adaptability and flexibility. Your training room will likely be a do-it-all space in practice. Invest in collapsible tables, [flip-top tables on casters](#), [nesting chairs](#), [mobile whiteboards](#), and movable podiums for extra mobility.

Implement company branding. Add a personalized touch to your training space with brand colors, murals or brand-appropriate art, or installations with your company logo or mission.

Training Room Design Mistakes to Avoid

When designing a training space, don't...

- Create a training room that is the wrong size for your employee base.
- Forget to accommodate the necessary tech for adequate skill development.
- Choose a layout that's counterproductive to learning.
- Leave out storage space where onboarding and training materials can be kept close at hand.

Dive Deeper on Training Rooms

Craving more? Check out the in-depth training room guide.

[Get the eBook >](#)

Start Exploring Solutions

Ready to create a space for upskilling and growing talent?

[Explore Training Room Solutions >](#)



Table: Metropolitan Collection,
NBF Signature Series

Chairs: Sleek Collection,
NBF Signature Series

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Conference Rooms

Create a meeting space that meets a diverse set of needs and watch as ideas spark and collaboration comes to life.

Help Employees Collaborate Better with Conference Room Design

Conference rooms are where we hash out ideas, tack up notes, strengthen relationships, impress clients, roll up our sleeves, and get to work. If you want your business to thrive, your conference room should be one of the most creative, functional, and inspiring spaces in your office.

Here are some of the ways a smartly designed conference room can support enhanced collaboration and improved organizational efficiency.

- In-person meetings are often more productive, collaborative, and beneficial to business outcomes.
- In-person meetings improve employee satisfaction and team building.
- Conference rooms can help leaders make better decisions.
- Collaborating with third parties is easier—and more impressive—face-to-face.
- Internal meetings can be more productive and streamlined.
- Conference rooms improve networking and socialization.

Conference Room Design Tips

Here's how to turn your meeting room into an engaging place that promotes collaboration and communication while also accommodating remote and hybrid employees.

Start with purpose-built design. Begin with an over-arching design approach based on the meeting culture you want to cultivate and the physical space you have.

Incorporate hybrid meeting capabilities. Conference rooms need to support the realities of how we work now. As you rethink your conference design, keep hybrid meetings top of mind. Ensure the camera can see everyone in the room and that everyone can see remote attendees on the screen. Include a table speaker to make it easier to hear everyone and consider a conference table with built-in power.

Consider layout and space requirements. Make sure you're able to optimize your space accordingly by looking into furniture that fits your requirements. Prioritize clear sight lines and leave enough space for people to get in and out of chairs.

Keep comfort in mind. Your conference furniture needs to be able to handle anything from a 15-minute touch base to an all-day kaizen. Prioritize [chairs that offer support and adjustability](#).

Implement tech-friendly furniture. Expect that workers will regularly bring their laptops to meetings and outfit conference rooms with furniture that features [built-in power](#).

Leave room for storage. Don't forget credenzas, shelves, or cabinets that can be used to store office supplies, printers, and other materials that would be useful to have on-hand in a meeting.

Pay attention to acoustics. Great acoustics ensure better communication during meetings, presentations, and educational sessions, and they also make it easier for video conferencing participants to contribute to discussions.

Create a collaborative environment. Be sure to offer brainstorming tools such as sticky notes, dry erase markers, [boards](#), and more.

Conference Room Mistakes to Avoid

- **Cramming too many chairs into too small a space.** Make sure that everyone has enough elbow room, leg room, and breathing room. You want attendees to focus on the subject at hand, not how close their neighbor is.
- **Forgetting accessibility.** Choose furnishings that can accommodate workers of different abilities. Use [storage](#) to house accessibility devices (like hearing-assistance devices).
- **Neglecting user feedback.** By polling employees about their preferences, needs, and requirements, you'll avoid headaches associated with designing a conference space that's not conducive to collaboration and communication.

Dive Deeper on Conference Rooms

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[Get the eBook >](#)

Start Exploring Solutions

Ready to create a more collaborative conference room?

[Explore Conference Room Solutions >](#)



Take Your Office to the Next Level

Need help planning your next office update? We've got you covered. Talk to our design experts today about what to keep in mind when modernizing your office—or take matters into your own hands by browsing our essential conferencing furniture.

[Learn more](#)

<https://www.nationalbusinessfurniture.com>