



DOUBLE DOWN ON LEARNING AND DEVELOPMENT

With a Top-Notch Training Room

INSIDE THIS INFORMATIONAL GUIDE:

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Chairs: Safco



By 2025, Gen Z will take up 27% of the workforce—and, according to statistics, the number one defining factor of an exceptional work environment among the next generation of hires is opportunities for education, learning, and professional growth.

Not only that, but opportunities for training are the leading factor in boosting retention rates among all employees, from Gen Z workers to millennials and beyond. A staggering 94% of employees reported they would be more likely to stay at a company that invested in training, and 70% said they would leave that company if offered better employee development opportunities elsewhere.

So: if training is key, what's the best way to properly educate your workers?

If you guessed “providing a dedicated and purpose-designed training space,” you’re on the right track. Investing in an up-to-date training room serves as a key way to help your employees learn and grow while also demonstrating your company’s strong commitment to success.

If you don’t yet have a training room—or you’re looking to include one in your workspace—here are some helpful tips to keep in mind.



5 REASONS TO INVEST IN A TRAINING ROOM

Before you build a state-of-the-art training space, it helps to know why you're building it. Do you need to train a lot of new hires quickly? Are you teaching C-suite executives better business management techniques? Or are you hoping to improve internal company culture by creating a skills-building resource for ambitious young professionals?

Understanding the reasoning behind your decision to invest in a training room will go a long way toward helping you create a space that meets your specific needs. Here are some scenarios that warrant investing in a training room for your employees.



1. You want to provide an in-person training experience for better learning and development opportunities.

While online training sessions and webinars offer some degree of flexibility, there's no replacement for an in-person training experience. Online classes can lead to decreased participation and retention among workers, and they also don't offer a means to network with peers in real time.

By contrast, in-person training is led by a facilitator who can provide engagement, resources, and feedback during a session. According to Media Richness Theory—which states that information is best delivered and retained through certain communication channels—face-to-face interaction offers a much greater learning experience than video, audio or text-based education.

2. You're seeing a boom in demand and need to fill the skill gap.

If you're an employer in an industry that's experiencing a huge demand boom, you're probably familiar with the term "skill gap." Skill gaps exist when there's a rising need for workers with specific skills but not enough employees to fill those positions.

Major tech businesses, like semiconductor manufacturers, are currently experiencing a widening skills gap that's only growing bigger with time—but training rooms can help. By creating on-site training rooms, your worksite can serve as a valuable and inexpensive space to teach employees the skills they need to fulfill evolving job requirements.

In addition to teaching core job skills, training rooms can also be used to develop leaders within your organization. By serving as a place to host managerial workshops, seminars, and other sessions, training spaces are where your company can invest in new high-level managers and executives.



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

3. You want to invest in employee development.

Employee development is crucial to your company's performance. To stay competitive with ongoing technological and business changes, training your workforce is key to making sure your employees learn about new tools, trends, and practices.

In fact, if your company hasn't yet adopted a training space for upskilling your workforce, you may be lagging behind competitors:

- **81%** of tech managers report their company's upskilling programs are highly effective in preparing their employees for new projects
- **85%** are confident their employees have the skills they need to deliver high-quality work on time
- **84%** are confident their employees have been upskilled enough to spot vulnerabilities in their day-to-day tasks

In addition to skills building, training rooms are important spaces for helping your workforce stay compliant with regulatory rules. If your company operates in a highly regulated industry that requires your talent to adhere to specific standards, investing in a training room isn't simply a suggestion. It will help you meet a requirement.

Under these circumstances, not only will investing in a training room protect your talent, but you'll also safeguard your company against potential harm and litigation that can occur if employees aren't taught to adhere to necessary guidelines.

Finally, training rooms are great places to introduce new processes or systems. Any time you introduce a new technology or function across your organization, you're going to need to educate workers about it. Look to make sure your training room is up to date before new practices are implemented.

4. You want to show you're invested in your people.

Investing in a training room signals to your team that their growth matters to you. A training room shows employees you're interested in more than just short-term assistance and that you're dedicated to their long-term success as professionals.

This is especially helpful considering a third of newly hired staff quit their jobs after the first 6 months, with most citing lack of skills and job growth as major reasons for leaving.

5. You want new employees to get up to speed quickly.

In many ways, the training room can act as an introduction to your company. Whereas the interview process gives prospective employees a glimpse of how your business works, the training room is a worker's first real look at the processes, tools, and technologies they'll use on a day-to-day basis.

Training rooms are also great places to conduct effective onboarding processes, which can lead to an 82% boost in retention rates among new hires and can increase employee satisfaction by as much as 35%.



4 WAYS TRAINING ROOMS STRENGTHEN THE EMPLOYEE EXPERIENCE

As an employer, there are many reasons to invest in a training room at your worksite. But—as your employees will likely remind you—a great training room is as much about their needs as it is yours. Here’s why training rooms are wonderful tools for keeping employees happy, efficient, and confident while working for your organization.

1. Support better retention.

Hanging onto valuable talent is much harder than it used to be, leading to worsening retention and higher turnover rates. Compared to decades past, a [jobs report from the Bureau of Labor Statistics](#) states that in 2023:

- 5.7 million workers left their current employer to seek other opportunities
- 3.8 million employees quit their current jobs without another position lined up
- Both small businesses and large organizations saw an increase in job openings

Fortunately, training rooms can help stymie high turnover. According to a [study conducted by the International Journal of Human Resource Management](#), “training appears to be an effective measure to keep qualified employees at the employer and counteract the impending shortage of skilled workers and loss of human and social capital.” Statistics from the same study show that:

- Training increases overall retention by up to 14%
- Training visibility—including the creation and maintenance of a training space—decreases turnover by 2.5%

Another [study](#) found that:

- 94% of employees would consider remaining at their company longer if the organization invested further in training
- 70% of employees would be tempted to leave their company if they were offered a position that promised stronger employee development

As such, by offering opportunities for further education in a well-designed space, your company can stand out from other employers while also showcasing its commitment to improving the wellbeing of its workers.

2. More effective change management.

Training rooms help your workers adapt to the revolving door of technologies, practices, processes, rules, workflows, new hires, and other changes that happen throughout your office on a regular basis.

This is important, considering [73% of employers expect the need for change management strategies to increase through 2024](#). [A study by Forbes](#) also found that businesses that engage in effective change management are 3.5 times more likely to outperform their peers in similar industries.

By offering a singular, central hub to discuss internal company changes, training rooms can help your company execute change management strategies with greater tact. As a neutral space to disseminate information democratically, a training area can help you discuss business transitions and company updates with your team without feeling dictatorial, impersonal, or contrived.



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

3. Stronger employee development, company culture and office morale.

By equipping your talent with the knowledge and skills they need to excel in both their current roles and roles to come, training rooms help employees learn, grow, and take greater responsibility as they improve at their jobs.

People who strive to improve everything from day-to-day operations to the long-term trajectory of your organization are the lifeblood of your business, and it's your job to make sure they have the tools and resources they need to thrive.

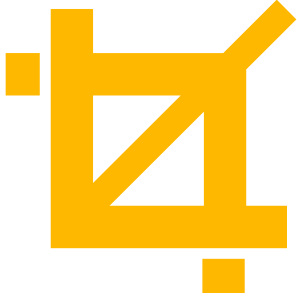
Not only does empowering your workers directly contribute to a better bottom line, but it also helps your colleagues feel competent, capable, motivated, and satisfied with their work, leading to a stronger company culture and higher office morale.

Training rooms are also fantastic places for employees to teach each other how to improve at their jobs. Instead of having to schedule time in a meeting room or get together for a deskside download during lunch, a training space is a spot where colleagues can show each other the tools of the trade they've learned.

4. Better preparation for the future.

Training rooms that incorporate the latest technology and techniques are great for employee retention. Not only do they show you're an innovative leader within your industry, but they also help foster the perception that your company is modern, forward-thinking and invested in the skills and jobs of the future.

Companies that do offer training report higher projected earnings and greater employee readiness for future technologies and processes.



DESIGNING A TRAINING ROOM THAT PROMOTES LEARNING AND DEVELOPMENT OPPORTUNITIES

Follow these 10 steps to create a training room design that meets your specific needs while remaining functional, comfortable, educational, and representative of your company culture.

1. Start by choosing your layout.

Once you know what your training room will likely be used for—onboarding, presentations, teambuilding exercises, technology showcases, etc.—you can better plan your layout to match your needs. Here's what to keep in mind when creating a great training room layout:

Pick a floor design that best suits your company's training initiatives, like classroom-style, U-shape or theatre-style.

- Use a classroom-style training room design if you need to provide frequent educational seminars and hands-on instructional opportunities
- Adopt a U-shape training room design to encourage socialization and help employees engage in teambuilding exercises
- Use a theater-style training room design for presentations, speeches, and awards ceremonies
- If you don't want to commit to one style, flexible furniture that is easy to move and stack will help you make sure your space fits your needs every time

Make sure there's enough space to teach your workforce.

- A good rule is to seat 2-4 people per training table, which promotes teamwork and learning without leading to overcrowding
- If you need to teach a larger group, consider a classroom-style training room with fewer tables and more stacking chairs
- If you're designing a mobile training space rather than a room, invest in collapsible or movable furniture that can be easily rearranged

Optimize seating arrangements for easy interaction and high visibility.

- Placing chairs in elevated spaces can help improve visibility for employees seated at a distance from speakers
- Round or oval-shaped tables—instead of rectangular surfaces—can improve socialization and connectivity among workers

Minimize any furniture placement that could lead to poor mobility or distractions

- Avoid placing chairs and tables near pillars, sharp corners or other sight-reducing obstructions
- Keep large decorations, center pieces, and awards off tables and away from speaker stands
- Don't overcrowd your space by placing too many tables and chairs beside each other



Whiteboard: DOC Partitions Collection, MooreCo
Soft Seating: Gather Collection, NBF Signature Series

2. Consider inclusivity and accessibility.

Make sure your training room or space meets the physical and mental needs of your workers by:

- Making your space accessible for participants with disabilities, including designated seating areas and a variety of seating options
- Providing large storage spaces and furniture that can house assistive tools and technologies, including hearing loops, portable whiteboards, and other audiovisual equipment
- Implementing flip-top tables, furniture on casters and other easily configurable equipment for on-the-go accommodations

3. Plan for seating needs.

Other than a lobby or reception area, your training room should serve as the highest-capacity space in your office.

Ensure you've got enough space by:

- Purchasing and storing additional collapsible chairs to be used during large meetings
- Installing a speaker stand or podium
- Providing seating at the front of the room for speakers to rest

Failing to account for seating accommodations can lead to:

- Employees crowding each other, which can hurt ability to focus
- A distracting and frustrating learning environment
- Not enough room to use presentation tools or resources

4. Check your acoustics & audiovisual equipment.

You know that screeching sound that comes from microphone feedback? That's exactly what you want to avoid when designing a great training space. To make sure your training room provides a great audiovisual experience for everyone involved, you'll want to:

- Stick with sound-absorbent materials, like carpets and acoustic panels, to prevent echoes while also improving speaker clarity
- Insulate your training room to keep outside sounds from interrupting sessions
- Implement high-quality audio equipment, like microphones, speakers and PA systems, to make sure everyone can hear and speak clearly
- Install a projector or display screen that workers can see from all angles
- Offer other demonstration tools, like whiteboards, flip charts, "smart" boards, and interactive digital displays to enhance visual presentations

If your employees can hear their coworkers chatting at their desks just outside the training space, it's probably a sign that your space needs better sound buffering. A training space with poor sound design can lead to:

- Distractions from outside sounds
- Difficulty hearing speakers
- Worsened communication caused by cheap audio gear and sound systems
- Low visibility from shoddy visual tools

5. Be sure to offer a range of comfortable work options.

Training shouldn't be uncomfortable. Keep these comfort tips in mind when outfitting your training room:

- Because training sessions last for extended periods of time, make sure to offer workers comfortable, adjustable chairs
- In addition to team spaces, offer wheeled training tables and chairs to make sure employees can split off and work in groups when appropriate
- For larger spaces, provide unobtrusive seating in the back for employees who join sessions after they've begun

6. Upgrade your tech and connectivity features.

Technology goes a long way toward creating a functional, educational training room. Invest in your training room tech by:

- Using tables that hide high-speed internet cables
- Offering furniture with built-in charging stations, power outlets, and other sources for laptop and phone recharging
- Giving employees ample table and counter space to use audiovisual tools

By contrast, old or outdated tech can take a toll on training rooms in the form of:

- Inadequate internet access
- Incompatible devices
- A lack of HDMI, ethernet, and other connection ports
- Safety hazards from poor cable management
- Too few electrical outlets
- Small display screens and low-resolution projectors

7. Consider storage and organization needs.

Between employee belongings, sound equipment, presentation materials, books, laptops, pens, paper, cords, and whiteboards, training rooms can quickly fill up with lots of clutter. Here's how to keep belongings out of the way to ensure workers have a clean and clear space to learn:

- Designate specific areas for storage and don't forget to include cabinets, lockers, and other storage spaces when designing your training room layout
- Offer shelving units, bookcases, or other containers for training materials
- Use bookshelves and other open-face storage areas to house awards, company branding materials, logos, training room tools, and more

Storage solutions are a key part of keeping your training room organized. When storage isn't optimized, you're contributing to:

- A messy, chaotic learning environment
- Unnecessary distractions that reduce focus
- A poorly organized room that makes locating and accessing training materials difficult



Table & Chairs: Figo Collection, NBF Signature Series

8. Prioritize adaptability and flexibility.

If a flexible training space is important for your business needs, consider the following:

- Take advantage of modular or movable furniture for easy reconfiguration
- Invest in collapsible tables, flip-top tables on casters, nesting chairs, mobile whiteboards, and movable podiums for extra mobility
- Consider installing a wall divider to split your training room into multiple spaces for simultaneous sessions
- Incorporate adaptable technologies, like video conferencing capabilities, for remote workers

9. Implement company branding.

The finishing touch to any great training room? Branding, of course. Add a personal touch to your training center by incorporating the following:

- A color scheme that matches your company palette
- Installations that feature your company motto or slogan
- Murals and other brand-appropriate designs
- Branding on presentation screens, podiums, storage units, and other spaces
- Branded whiteboards

Without these features, a nondescript, poorly branded training room can cause:

- A lack of interest in educational opportunities among employees
- An unappealing area for extended seminars
- A noticeable drop in motivation and engagement among workers

10. Final tip: Avoid designing training spaces without employees in mind.

The most important rule to remember when designing your training room is simple—always keep your workforce in mind. Failing to do so can lead to:

- Training rooms that are much too large or small for your employee base
- Training rooms that don't have enough tech to support new skill development
- Training rooms without the materials needed to onboard new hires
- Training rooms that are set up in a style that's not conducive to employee learning
- Training rooms that don't end up getting used

Tables: Quick Flip Collection, NBF Signature Series
Chairs: Thesis Collection, Safco



TAKE YOUR TRAINING ROOM TO THE NEXT LEVEL

Not only are training rooms and spaces a great investment for employees looking to learn new skills, but they're also wonderful tools for employers who want to upskill their workforce, invest in new technologies and more efficiently onboard new hires. By creating—or upgrading—your training space, you can directly contribute to better retention rates, lower turnover, and higher employee satisfaction across the board.

Need Training Room Advice?

Our experts can help. If you're thinking about redesigning your training center, consult our specialists today to learn about which furniture and tools can help you create a top-notch training environment.

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