

NowyStyl

REUNION

A new office reality

Contents

01	About the Reunion report
02	Post-pandemic office reality
04	What do I need from my office?
06	Homo-Workus
10	Explore the Reunion office
13	New areas of office work
14	Integration
	Welcoming zone
	Informal meeting zone
22	Inspiration
	Team spots
	Meeting zone
28	Concentration
	Silent zone
32	Summary

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We would like to thank all those who were involved in the process of creating this report by devoting their time and engagement. Thank you for sharing experience and supporting its creation.

New office reality

The past few years saw rapid changes in organisations, as the pandemic restrictions were introduced and hybrid work appeared. In the contemporary world, we are faced with a challenge and expectations related to building relations, collaborative working model and mutual exchange. Employees expect and prioritise development opportunities.

What is the Reunion Model?

It is an office model proposed by Nowy Styl – an experienced partner in office space arrangement, with a portfolio of completed global projects. Reunion is an office that becomes the heart of the business – a place of interaction, meetings, ideas and information exchange, creation and focus. It's a space that helps reinforce and rebuild relationships after the period of the pandemic. This model proposes a unique workstation arrangement, focused on teamwork.

Who is this report addressed to?

The report was drawn up to inspire and present the most interesting workplace solutions to those who make decisions concerning the layout and functionality of office spaces. It is addressed to office managers, managerial staff, HR specialists and experts in employer branding, workplace arrangement professionals, architects and office designers. It helps to find answers questions to questions such as; is it worthwhile to work in an office space and what might an office in the new reality look like?

Who is the mind behind the report?

The report was drawn up by an interdisciplinary team of workplace specialists and enthusiasts. The team included go psychologists, architects, interior designers and acoustic consultants, who work with Nowy Styl clients on a regular daily basis.

On this occasion, we would like to thank the employees of Sabre and Havi, as well as our partners: IU Technology and CISCO and the participants of the survey conducted in spring 2022 by Nowy Styl and titled "What do I need from my office".

Post-pandemic office reality

Social and cultural changes over the past two years have had several irreversible consequences for the way we work. The pandemic made the traditional eight-hour business day in the office slowly become a thing of the past. The new reality forces employers to find a space for their companies somewhere on the broad spectrum between remote work – which doesn't require any office space – and coming to the office every day, which is typical of the traditional on-site work we got used to over the years.



How do employers respond to the new reality?



Source: ManPower Group (2022) Zdalnie czy w siedzibie firmy? Plany pracodawców dotyczące modelu pracy w I kwartale 2022r.

Global brands go hybrid

Free hybrid work <i>Come to the office whenever you wish during the month</i>	The current Twitter CEO, Parag Agrawal, made an announcement in early 2022: he said that the company would like to uphold its message from 2020 when it claimed that even after the pandemic restrictions are lifted, the employees will be free to choose where they perform the work and yet on 15 May, the offices around the world reopened for the staff to work locally. Agrawal emphasised that he was hoping to see people in the office because it revives the organisational culture. ¹
Partially regulated hybrid work <i>Come to the office at least 3 times a week</i>	In April 2022 Google introduced the policy of 3 days in the office. The employees could choose which three days in a week they would like to spend in the office. In some special cases, the company enabled fully remote work, which was most often the case when an employee lived far from the Google office. In an interview for CNBC, Javier Soltero – Vice-President and General Manager of Google Workspace – admitted he missed working with people and that the return to the office was a joyful and optimistic experience. ²
Regulated hybrid work <i>You have to come to the office on three specific days in a week</i>	Apple granted its employees the possibility of fully remote work, subject to the approval of their immediate superior. But to ensure effective communication between the teams, a large group of employees were asked to come to the office on three specific days: on Tuesdays, Wednesdays and Thursdays. The transformation didn't happen overnight, though. For a few weeks in Q1 2022, the company gradually increased the number of days in the office. ³

¹The Economic Times (2022) WFH or back to office? Your choice. Twitter chief Parag Agrawal lets staff decide what they want.

²Bloomberg Europe Edition (2022) Google Tells Employees to Return to Offices Starting in April

³9to5mac (2022) Apple director of machine learning departs over return to in-person work policy

How do employees benefit from working in the office?

- effective onboarding and greater support at the beginning of your career in a specific company
- regular daily schedule
- work-life balance
- better focus and motivation to work among your coworkers
- networking opportunities and being involved in spontaneous projects that go beyond predefined guideline
- greater identification with the company and a sense of belonging
- better relationships with other team members
- reducing FOMO (Fear of Missing out) – the sense of being excluded from promotion when you don't come to the office
- speedy consultations to make your work more efficient
- professional, ergonomic workstation
- ready access to all the documents, tools and office device
- the benefits of exercise – as you commute and move around the office, you have more exercise than when you work from home

Compiled from the results of the survey "What I expect from my office"

Only a few leading brands opt for fully remote work or for returning to the office full-time.

Netflix or an investment bank, Goldman Sachs, are some of those companies that decided to ask their staff to return to the office. Both underline that face-to-face interactions are crucial for them and they cannot imagine further growth without personal engagement. One of the adamant advocates of office work is the founder and CEO of Tesla – Elon Musk, who addressed his employees with the message that a lack of attendance at the office every day will be treated as a resignation. He added that the higher you are in the company hierarchy, the more live engagement you should display.⁴

On the other hand, brands such as Deloitte or Dropbox made it possible for their staff to work 100% from home, mainly due to the specific nature of their business. At the same time, they do retain some of their office space. Alastair Simpson – Vice-President of Dropbox – admitted that instead of standard offices, they are now going to organise studios designed for team building, boosting organisational culture and fostering the spirit of collaboration.⁵

Hybrid work requires changes in the office arrangement and functioning. Face-to-face contact and on-site work will be completely different from now on. Companies should make sure their physical space is in line with the goals of the people who come to work there. What was valid before the pandemic, might not be functional anymore. It might be necessary to replace pre-pandemic workplace arrangements with areas that encourage collaboration, innovation and community building. We can therefore say that there are many options for organising the return to work after Covid-19. There is no single good-for-all variant, but a broad range of arrangements to choose from. The scope and format of hybrid work depend on company policy, organisational structure, type of work and prevalent communication.

⁴The Guardian (2022) Elon Musk tells employees to return to office or 'pretend to work' elsewhere.

⁵Hubble HQ (2022) The Official List of Every Company's Back to Office Strategy

What do I need from my office?

Our professional knowledge and know-how stems from our long-standing experience of working with clients and studies and analyses prepared by our Workplace Research and Consulting Department.

In 2022 we conducted a study titled “What do I need from my office?”. The study was both qualitative and quantitative. In the survey we collected the opinions of more than 125 people holding a variety of posts and performing different tasks at various points in their career. Our respondents represented companies from many sectors, on different stages of the decision-making process as regards the restructuring of work after the pandemic. Below we would like to share the most interesting findings

What stays in the office and what’s out?

The respondents pointed to the key functions of office space. Their responses clearly proved that social relations at work are a priority. The office of the future should therefore focus on the following areas: building collaboration, fostering social relations, building the company image and creating organisational culture. As you can see, the respondents selected the functions based on relations and human interactions - which is exactly what we missed most during the isolation and what is absent from remote work. When we asked the respondents to order these functions about their importance, one more function appeared among the social aspects - focus. Here’s the hierarchy of selected functions.

Office functions

1.	BUILDING COOPERATION
2.	SOCIAL FUNCTION
3.	CORPORATE IMAGE BUILDING
4.	FOCUS
5.	CREATING AN ORGANISATIONAL CULTURE
6.	ADMINISTRATIVE FUNCTION
7.	REGENERATION AND CHILL-OUT

The hierarchy of office functions as indicated by the participants of the study “What do I need from my office?”

“Why do we need an office? To facilitate contact with closest coworkers and to feel like we’re building a team rather than a group of individuals.”

Statement of a respondent

“The office offers better conditions for focus work, which means I can complete my tasks in a shorter time. Also, face-to-face contact with other people is crucial for our mental well-being, especially when you have small children and not much opportunity for social interaction.”

Statement of a respondent

Which work duties would you prefer to carry out in the office or anywhere else, e.g. at home?

Office space	Any space
● meetings with clients (82%)	● replying to e-mails (89%)
● meetings and consultations with colleagues (75%)	● creating materials, e.g. presentations, folders (80%)
● informal work-related meetings (73%)	● performing operational tasks (62%)
	● completing orders (79%)
	● graphic work (79%)
	● concept and creative work (58%)

Compiled from the results of the survey “What I expect from my office”

We are entering the new reality with new knowledge, experience and lessons learned during the pandemic and the initial stage of remote work. We still need offices, but they will have a different function now. For the users - the employees - an office space will be mainly a social asset. On the other hand, this place will help people maintain a work-life balance and facilitate the organisation of their daily schedule. A properly arranged space fosters focus work in silence - with no unnecessary noise and distractions, which often happen at home.

The office of the future is a place that caters to your needs, especially those that were suppressed during the pandemic. We had to face isolation, distance and alienation.

We know we need quite the opposite. The relevant needs were clearly formulated by the respondents of a variety of studies conducted among employees. The office of the future is a place that fosters **integration**, a **sense of belonging** and **balance**.

Major disadvantages of working out of the office:

- no face-to-face contact
- hindered contact with colleagues
- difficulties with maintaining work-life balance
- difficulties with participating in creative meetings, e.g. brainstorming sessions
- weakened relationships between team members
- no ergonomic, appropriately prepared workstation
- extended process time
- longer working hours (overtime)

Compiled from the results of the survey “What I expect from my office”

Homo-Workus

Dynamic changes require constant adaptation. We already know that it's impossible to go back to the days before the pandemic - this knowledge is backed by our experience, new expectations and a different cultural situation. Office space will have to compete not only with any other space that can be deemed "workable." The main rivals are the computer, virtual reality and 100% remote work.

Each work necessarily relies on humans - our needs, expectations and values - while a career, just like any other area of life, follows a certain cycle. Considering a variety of activities, duties, or biographies is aimed at improving the well-being at work and boosting our satisfaction. It's good to recognise the employee's life cycle, their changing needs and conditions and to reflect these aspects in the office space, regardless of the global trends, which don't always accommodate the needs of individual companies.



According to Maslow human being is an individual, with a number of different needs. These needs are realised also at work - in and outside the office.

essentially a set of activities based on maintaining certain interpersonal relations.

The need for belonging

No face-to-face contact and personal meetings with other team members affected the quality of interpersonal relations and teamwork. Individual people, with their ideas and communications, are the foundation of all relationships in a team. Seeing employees primarily as humans fosters collaboration, which is conducive to interactions and relations. As the relations are formed at the workplace, people form groups that share a common goal and direction. Being a group - a separate unit - is a special kind of bond, which helps you communicate and solve problems. What is more, such relationships can change and transform over time - something that started as a professional relationship may grow into a lifelong friendship. Some employees, especially those who changed jobs during the pandemic, actually saw their colleagues only after two years of working together. The employees

Needs in the office of the future

In the contemporary world, we are faced with a challenge and expectations related to building relationships, collaborative working model and mutual exchange. Employees expect and prioritise development opportunities. How do you make it happen? The above challenges might be successfully tackled if you focus on positive interpersonal relations.

Interpersonal relations (particularly their quality) are a basic element of everyday reality in workplace. These relations are based on communication and comprise specific ways of sharing knowledge, information, thoughts, feelings, attitudes, values and beliefs. At work, this is about using your competencies, skills and personality traits to start and maintain relations with other employees. Our career is

"I found it hard to leave my previous job, where I worked in the office - mainly because I knew these people personally. We had coffee and lunch together, we used to meet up after work."

Daniel Szetela, Software Developer

also complained that they found it hard to feel connected to their colleagues and to the company, which is reflected in the trend known as the "great migration."

Positive relations at the workplace boost your self-esteem and cater to your need for belonging, thus offering extra support when you're faced with difficult situations at work. It's also good to remember that office arrangement itself has considerable cultural and relationship-building potential, so it's worth investing in it and adjusting it to the changing reality. Learning and shaping the elements of organisational culture helps create a unique vibe, an atmosphere the employees are immersed in.

The pandemic not only loosened the ties between the employees but also weakened the connection you felt with your company and the employer. Closing down the offices and limiting social contact resulted in a massive tendency to change jobs. This is evident in our clients' accounts. Based on the outcome of the studies presented in the CBRE report,⁶ we know that during the pandemic not only the staff turnover rocketed, but the pressure related to achieving high results soared as well. Consequently, relationships grew weaker and teams experienced tension and conflict, as the workload increased and the remaining employees felt exhausted. Businesses often don't realise that the employees are reluctant to return to the office, not because of their bad intentions or laziness. The reasons might be found in deep-rooted relations or the organisational structure - sometimes a company fails to build a sense of community and belonging and does not cater to the basic needs and expectations of its employees.

The consequences related to social restrictions resulted in new business challenges - how to retain employees and increase their sense of belonging to the company. How to maintain a balance between productivity, well-being and a sense of community in the changing work environment. On the other hand, the new trend - gradual return to office work and increasing significance of virtual jobs - involves a greater need for being connected and a sense of belonging. This is true regardless of where the employees are working. On-site work will look completely different now: organisations need to make sure their physical space is well adjusted to the new challenges and properly arranged to cater to the needs of the people who work there.

During the forced remote work, the sense of community within teams dropped by **28%**, the feeling of recognition fell by **17%**, and the sense of being close to the immediate superior decreased by **21%**.⁷

We still need offices to maintain a degree of identification and a sense of belonging. Without it, we are becoming a group of freelancers, who only meet every now and then.

⁶CBRE (2021). Raport badawczy. Praca z domu czy z biura?

⁷Jabra Hybrid Ways of Working: 2021 Global Report

Changes in office spaces:

- 1 creating more areas for formal and informal meetings
- 2 reducing the open-space area and coming up with more various activity-related spaces
- 3 increasing the space designed for teamwork and project work
- 4 arranging new spaces for team meetings
- 5 providing special equipment to facilitate hybrid work

Source: Polska Rada Facility Managementu (2022) Biuro pod znakiem hybrydy

It's good to remember that performing job assignments in an atmosphere of understanding, collaboration and belonging increases individual effectiveness and helps the employees see their efforts as meaningful. All this makes pre-pandemic arrangements a thing of the past, which means they will have to be replaced with areas that foster collaboration, innovation and community-building.

The need for integration

An office continues to be the first choice for activities that require interaction, such as brainstorming, teamwork and other creative processes that call for a collective effort.

Office space is increasingly becoming a social facility. This is confirmed by the results of studies conducted by Rahaman et al. (2020)⁸ focused on seating preferences in an office following a hybrid model. The outcome proves that employees need to interact with their colleagues while they are working. A vast majority of the respondents (more than 83%) prefer to occupy seats near other team members. What is more, as many as half of the American businesses are planning to introduce pilot changes in their office arrangement - these companies intend to transform chill-out and regeneration zones into places that foster community-building and collaboration. Such areas best reflect the essence of new, hybrid models of work.

According to the CBRE report⁹, we know that the office of the future will focus on bringing people together and connecting them. Collaboration, as well as sharing knowledge and ideas, are basic aspects that maintain team relations as we shift towards flexible working models. Working from home - even if you enjoy the best possible conditions and have access to modern technical equipment - does not guarantee 100% focus on your work assignments. Plus, lack of contact and interaction is one of the major difficulties employees experience when joining a new company. Drawbacks such as no direct supervision or ad hoc consultations extend the duration of necessary onboarding or updating information, which significantly reduces the opportunity to master new skills and improve the existing ones.

Providing the employees with the opportunity to work together and integrate at the workplace affects their well-being and caters to their basic human needs. Having a group of colleagues you can bond with increases satisfaction with job assignments (which are often performed together, in the group). This is confirmed by the answers provided by the respondents in a study conducted by Nowy Styl. The participants claimed that major difficulties related to remote work are of social nature - in other words, they missed having coffee in the office, being able to consult their colleagues or have an occasional work-related chat.

The need for balance

Long working hours, exhaustion related to excessive workload and a sense of disconnection are three major challenges and consequences of the pandemic, according to the participants of the CBRE survey. Similar aspects were noted by the respondents to our study. Among the greatest disadvantages of remote work they mentioned working overtime, colliding with other people at home, difficulties in maintaining work-life balance and a lack of ergonomic workstations.

The past two years of restrictions and forced remote work have shown us how difficult it is to maintain a work-life balance. As our personal space was converted into a home office, our work and life merged, which resulted in excessive overtime and disconnection. No appropriate, separated, ergonomic workstation also affected our health and family relationships. We can venture to say that work-life balance was replaced by work-life blending, which was hard for some people.

Nowadays we're standing at a sort of crossroads - between remote and office work. It's good to try and find balance, to maintain the right level of priority. A study conducted by Harvard Business School¹⁰ shows that we need a "sweet spot" in whatever we do. That's why the 2/3 hybrid work model (2 days in office, 3 days remote, or vice versa) could be the optimum solution. It provides just the right balance - the model ensures a degree of flexibility, at the same time guaranteeing some human interaction, as e.g. Bryan Hancock points out.

“Clear boundaries between workspace and personal life are good for us. It also fosters focus and enthusiasm – in the office your brain switches into the “work mode” and when you leave, you go straight into the ‘life’ mode, without having to be suspended somewhere in between.”

Statement of a respondent

⁸ Rahaman, M. S., Kudo, S., Rawling, T., Ren, Y., & Salim, F. D. (2020). Seating preference analysis for hybrid workplaces

⁹ CBRE (2021). Raport badawczy. Praca z domu czy z biura?

¹⁰ Matthew Boyle and Ryan Cavataro (2022) One or two days in the office is the „sweet spot” of hybrid work

*To feel like
we used to feel*

*Let's be
a team again!*

REUNION

REUNION is an office that is the heart of your business.

REUNION is a space that helps reinforce and rebuild relationships after the period of the pandemic.

REUNION is a place for interaction, meetings and exchange of thoughts and information - a place where you can focus and engage in a joint creative effort.

REUNION is an office with a unique workstation arrangement, fostering teamwork and group effort.

Explore the Reunion office

Key features



The unique layout of this office prioritises groupwork, teamwork and employee integration*



A lot of space has been designed to facilitate communication, interactions, exchange of thoughts and information, and teamwork



Elements that highlight group identity - photos, group totems



All rooms have special audio/video equipment for effective online-offline meetings



A new place in the office, e.g. face-to-screen room, webinar room, common room, virtual reception desk



Shared alternative workspaces and areas dedicated to focus work/silent work



Office space with furniture that can be easily rearranged to reflect the current needs of the team

*The model has been designed for those who follow a hybrid model, but if you have employees whose work requires on-site work, you can design a dedicated zone with standard workstations for them.

This office model is for you if:

- you are planning to move to a new office or wish to rearrange the existing office space so that it fosters relationship-building and creates a unique company vibe
- the nature of your employees' work requires frequent meetings and teamwork
- you feel the relationships and friendly atmosphere between your staff affects the accomplishments and effectiveness of your business
- you dream of an integrated team who happens to perform some of their work online

New areas of office work

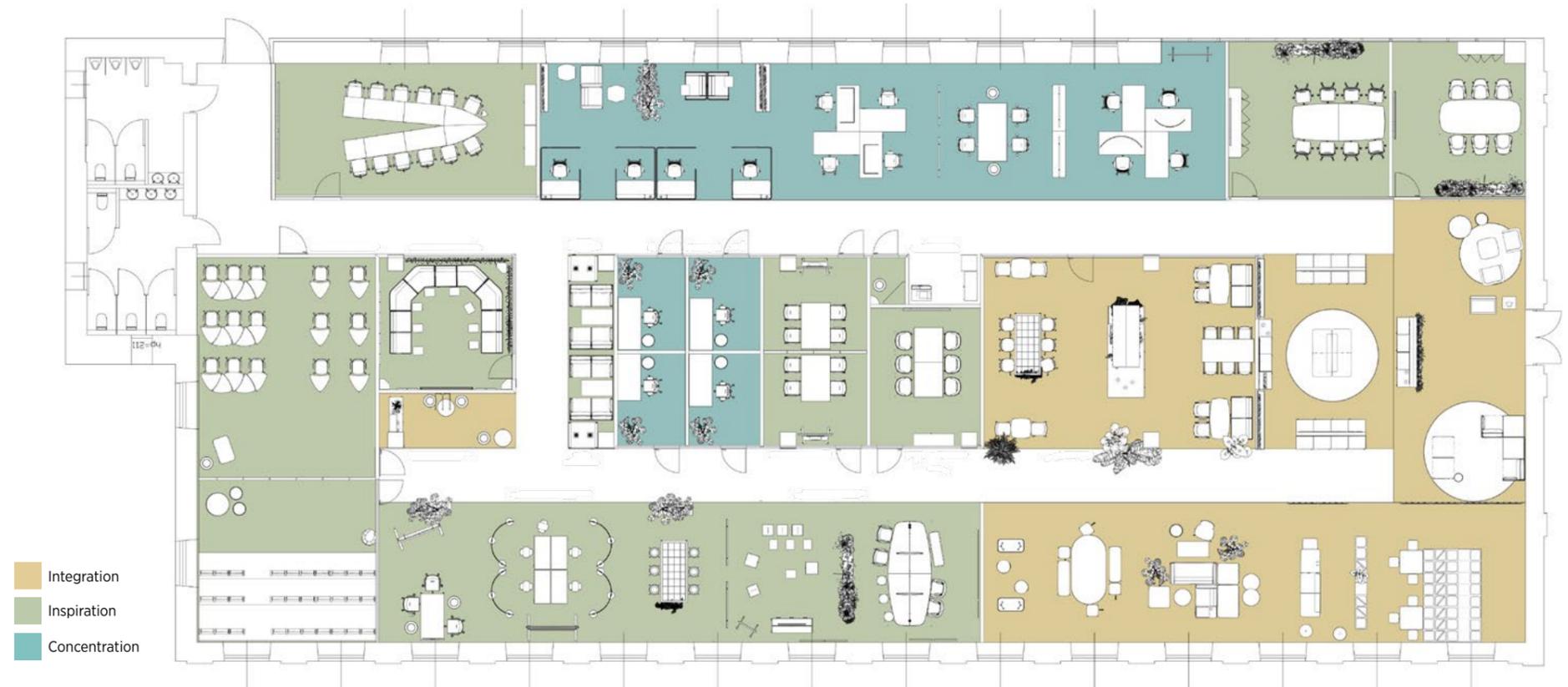
Whichever functional office arrangement you choose, we believe it should include a variety of zones to support your staff in the performance of everyday tasks and facilitate their professional development. Office spaces should include areas for: communication, focus work, regeneration and administration.

Are these categories sufficient?

When analysing the literature on the subject and the experience of our clients, we note that some areas start to merge and create a brand new quality. In the **Reunion Model**, we propose to introduce 3 areas: **integration, inspiration and concentration**. These areas are located in specific parts of the office – the deeper you enter into the office space, the more silent areas you encounter. We move from the areas focused on integration towards the zones of increased focus and silence.

“The employees looking for a place for solitary work choose desks away from the kitchen and passageways. We can see it in our application for booking the seats – the office is therefore naturally divided into specific segments: quiet space for focus work, lively kitchen and shared areas.”

Monika Przybyło, Office Coordinator



Example office layout in the Reunion model

INTEGRATION AREA

WELCOMING ZONE

The experience gained during the pandemic proves that one of the basic functions of office space is building social relations and communication – all things that are based on integration and human interaction. That's why the first and new area in the Reunion office space is the integration area, which is supposed to facilitate informal communication and regeneration - after all, informal chats are best over lunch or a cup of coffee.

The integration area is more than just zones that promote relations and interactions - it embodies all processes and activities that can be done there, together with a range of related impressions.

The integration area includes zones for building and maintaining relations among team members. This is where you can hold formal and informal meetings. These are spaces vibrant with life - bustling, lively places where you can meet with your colleagues or the whole team. There's a reason why it's the first area you encounter after you enter the office! Interpersonal relations evoke a range of emotions, which is why the entire area is literally bursting with energy and lively discussion.

The integration area is by far the noisiest part of the whole office space. When you need to focus, you move further into the deep-set corners of the office.

“We come to the office to meet with other people. Having meals together, chatting over a cup of coffee - these things build the team spirit and help us work together.”

Monika Przybyło, Office Coordinator

In the entry zone, you will find such spaces and facilities as: virtual reception desk, waiting room, branding room, executive room, or homeland.

Virtual reception desk

This IoT solution is going to become increasingly popular in lobbies and entry zones in office buildings. This facility doesn't necessarily have to replace people - on the contrary, it supports our efforts. Such devices allow remote verification of the visitor and the issuing of passes granting access only to specific spaces or floors of the building. They can share essential information to users, such as sanitary regulations or upcoming events. Read more about technological solutions for offices on page 27.

Waiting area

There's a reason why we placed soft seating solutions near the entrance. A properly designed waiting zone becomes a welcoming space for visitors and candidates coming to job interviews. This is also the first opportunity for them to experience the unique office vibes.

Branding room

It's a conference room where you can organise a meeting for a large group of participants. Appropriate arrangement and customisation options mean you can



“Our employees always kept photos of their relatives, children, or dogs on their desks. They also brought their favourite mugs. They did it to feel at home - to experience the office space as something they could own.”

*Magdalena Walas
Director Real Estate EMEA Region, Sabre*

Products used in the visualisation

Furniture	Soft seating
MeeThink	Bound
Dotto	Creva Landscape
Creva landscape	Genaya
Puzzlo	

showcase company values and its inimitable vibe. It's a perfect place for meetings with clients or job interviews with candidates who want to start their adventure with your company. The branding room together with the adjacent executive room may also be used for board meetings.

Homeland

We like familiar places and spaces we can identify with. Homeland is the first space employees go to after they arrive in the office. This is where you can leave your personal belongings and access the shared assets of your team. Homeland is a zone where you will find a number of elements that highlight the sense of community and belonging, f.ex. photos and works from teambuilding initiatives. This is also a place where you can pursue a common hobby or take care of something you all share - for example, an aquarium with goldfish.

INTEGRATION AREA

INFORMAL MEETING ZONE

Inroducing elements that create a sense of belonging and community is symptomatic of the current situation - it's increasingly difficult to maintain a work-life balance. Work is a significant element of our lives - it has become an integral part of our everyday experience and affects our personal lives.

We often talk about work, we finish off our work at home and we might look for professional inspiration in our private lives. What is more, being part of a company and a team means we share a goal and persistently strive to achieve the common purpose. Shared successes and activities strengthen our position in a group and make us want to remain part of it.



Products used in the visualisation

Furniture	Chairs	Soft seating
MeeThink	Vapaa	Tepee
Embla	V-Care	Tikka
Offa	Embla	Play&Work
Tapa	Cashy	Genaya
Levitate		Tapa
Peri		
Oxo		

INTEGRATION AREA

INFORMAL MEETING ZONE

Kitchen/ canteen

The kitchen is the heart of the business - be it at home or in the office. It's a space where people come to share a meal or have coffee together. And when you're all together, new ideas may come to you. The discussion that started in a relaxed atmosphere may continue in the integration area or the Team Spots zone.

Why is the kitchen the heart of your home and office?

A place where you prepare and eat food has been necessary ever since people ceased to feed on plants and raw meat. We could say cooking started when a piece of raw meat accidentally fell into the fire and then turned out to be quite soft and tasty. Food has become a pleasure - an event that brought a whole family together. And that's how the kitchen actually became a home - the whole family life centred around the hearth.

Having a meal is generally associated with warmth and care. It is in the kitchen that long conversations take place, as we prepare food and holding a cup of hot tea makes us feel kindly disposed towards the world. That's when we retrieve warm memories, which most adults usually associate with their first relationships - with their parents and the feeling of security. Meetings in the kitchen reduce social distance and encourage deeper relationships.¹¹

From the integration zone, we move on smoothly to the regeneration area, which still includes elements of communication. Regeneration zones cater to the employees' biological/physiological needs, as they relax together with their colleagues. This is a buffer zone - a good place to reflect and plan your daily activity. Will you focus on building relations or teamwork today, or would you rather opt for focus work?

“The heart of our company is on the 7th floor - this is where the kitchen is. It's a place where we meet - not only to have some coffee but also to organise company events.”

Magdalena Walas, Director Real Estate EMEA Region, Sabre



Products used in the visualisation

Furniture	Chairs	Soft seating
MeeThink	Vapaa	Tepee
Embla	V-Care	
Offa	Embla	
Levitate	Cashy	

¹¹Williams, L. E., & Bargh, J. A. (2008). Experiencing physical warmth promotes interpersonal warmth. Science, 322, 606-607.

INTEGRATION AREA

INFORMAL MEETING ZONE

“The function of the office has changed. Now it’s more like a coworking space. People come to the office not only to do their job, but also to meet with other and have coffee together.”

Agnieszka Mach, Lead Facility Services, Sabre

The integration area comes with a variety of solutions that facilitate informal meetings. Near the kitchen, you will find **soft seating solutions, high tables, swings and pouffes**. All of these bring back the memories of home or a favourite café – a cosy space where you want to meet up with friends, have coffee, engage in relaxed chit-chat and most importantly, maintain and cherish relationships. We often hear about such solutions from our clients e.g. from the Facility Management group at Sabre. In Sabre, they believe introducing elements other than “typical office equipment” will be increasingly important, to create a space where employees can feel at ease.

CONCLUSIONS OF THE WORKSHOP

Objective - Maintaining and strengthening employee relations

● Solution

Team building programme

● Solution

Office rearrangement and creating various spaces for informal meetings (also family events)

Based on the responses offered by the participants of the workshop organised for tenants “What kind of office does my business need?” in collaboration with Knight Frank



Products used in the visualisation

Furniture

Tapa
Levitate
Peri
MeeThink
Oxo

Soft seating

Tilkka
Play&Work
Genaya
Tapa

“It’s a good idea to have creative spaces in the office. Places where you can hold informal team meetings and engage in free brainstorming in a friendly atmosphere, which is hard to create in a traditional conference room.”

Monika Przybyło, Office Coordinator

INSPIRATION AREA

TEAM SPOTS

A modern office is more than just a workplace - if this were the case, an office could be just any space where we perform our tasks. Instead, an office allows us to get in touch with our colleagues - to exchange thoughts and information and learn together. An office becomes a space for searching for and implementing new ideas and solutions through communication, exchange and learning. This is a place where we can achieve more, so the space itself should be properly arranged to support such processes. The inspiration area combines formal communication (understood as work-related communication) with education.

The results of the study conducted by Nowy Styl, titled "What do I need from my office?" prove that while the employees were confined and forced to work from home, what they missed most was contact with people, ad hoc consultations and brainstorming. It's more than just meetings.

The inspiration area is a response to the employees' needs. It's a synergy of the communication and education areas. The kitchen is situated near the inspiration area, which also includes a few coffee points.

Team spots

Places in the open space, where whole teams can meet to work together and talk. This space is arranged in line with the Agile methodology, with mobile, easily rearranged furniture solutions to help you adjust the space to the current needs of your team. This zone can be booked in advance.

"Our employees said they needed a space where all team members could meet. People need meetings to be creative and find satisfaction in their everyday tasks. That's why one floor of our office has been converted into diverse collaboration zones. We have arranged rooms for creative work, brainstorming and workshops."

Facility Services Team, Sabre

Products used in the visualisation

Furniture	Chairs
Xio 2.0	Timmy
Offa	Belise
Privi	Xilium Counter
eModel 2.0 MINI	Embla
Play&Work	Njord
Offa	Creva stool
Sileo	
Creva table	

INSPIRATION AREA

MEETING ZONE

Multifunctional meeting zones are important in the Reunion office. Flexibility is the key - you'll appreciate the ease of the ability to arrange the space.

Common room

A single space can become a large hall for the whole team. Thanks to folded partition walls it can also be converted into two separate rooms. In a smaller space, you can organise presentations, training, brainstorming sessions, company events, or even occasional yoga practice.

Workshop room

This room is designed for creative work and meetings. It has lightweight, mobile furniture and boards - the functionality can be adjusted to the users' needs.

Scene room

Your own micro-forum. A space where you can organise conferences, webinars and training.

Conference rooms

These rooms with a broad range of audiovisual equipment are the central place of the inspiration area. Separate rooms of different sizes ensure a degree of privacy and confidentiality. This is where you can hold a mixed on-offline meeting for a larger group of participants.



Products used in the visualisation

Furniture	Chairs	Soft seating
Tauko	Vapaa	Dotto
eModel 2.0. MINI	Belise	
Tiago		
Formo		

INSPIRATION AREA

MEETING ZONE



Products used in the visualisation

Furniture	Soft seating
Formo	Tepee
Play&Work	
Sileo	

On/Off Meeting Room

This space within the inspiration area enables the organisation of effective and comprehensible on-offline meetings in the form of brainstorming. Appropriate technology – a touchscreen, a webcam and a microphone, as well as access to specific applications – means the employees can participate in meetings both from the office and online at the same time. Thanks to the relevant sound-absorbing solutions, such as curtains, wall panels, or acoustic towers, you can make sure the sound travels exactly how you want it to, and undesirable effects, such as flutter echo or the characteristic rumble, are minimised.

Office technology – a pinch of magic to help you face new challenges

Increasingly complex processes can be reconstructed and improved with the help of new technologies. These solutions are so ingenious that the employees won't notice any hardship. Nowadays many people who used to work in the office opt for a more flexible hybrid model. Mixed meetings are also becoming increasingly popular – when some participants are in the office, while others join in online. 2 years ago we were forced to spend months working from home, which means now we're used to a meeting being just a few clicks away – you simply create an online event, invite participants and voilà! On this occasion, it's also good to mention the issues related to the office schedule and controlling the availability of workstations – it may happen there are twice as many employees as workstations. All this means we are now faced with different habits, challenges and expectations and employers have to keep up with these new trends. That's when you can turn to technology for help. Process automation in the office is not a new thing. The main goals of such automation include reducing the time needed to complete a process, eliminating or minimising the risk of human errors, savings (e.g. limited use of paper), monitoring the risk inherent in a specific process, integrating various databases and tools previously used in the company, etc.

In the event of office processes, to meet the tenants' expectations it's not enough to have a simple app for booking conference rooms or desks. You will have to do much better than this. You need to integrate the existing solutions. Nothing could be worse than the need to switch between apps to book a conference room and a parking spot and to notify the reception desk/security that you're expecting a visitor. Hardly anyone wishes to install yet another app on their phones. That's why the systems should be readily available without the need to download

or install anything – in a web format, i.e. in a browser. How do you do it?

A convenient option is to use QR codes in the office. That's a nice and easy way of launching a customised app. **Imagine Adam has to hold a meeting in the office. He invites five people from his team and one external contractor. With a properly designed solution and implemented comprehensive key business processes, Adam will be able to book the room, send an invitation to all participants, notify the reception desk that a visitor is expected, book a parking space for the visitor and indicate the area in the building where the visitor may gain access for the duration of the meeting - all this can be done in a single app!**

Integrating several solutions and getting rid of offline databases means you can achieve a shorter and more accurate information flow and increase your employees' effectiveness by eliminating routine activities. A centrally managed web application available on your phone, tablet, or PC provides quick access to the necessary tools, while the employer can easily set up access rights to individual processes and match them to specific workstations.

If you can reduce the number of clicks needed to perform a task – do it. One click less with 5000 users means 5000 seconds saved on a single process. By reducing the time needed to perform routine tasks, you give your employees more space for effective work and regeneration. We know for a fact that investments in deliberate process automation bring a speedy return – it could be as soon as within a few months

Krzysztof Świątczak
CEO IU Technology



CONCENTRATION AREA

SILENT ZONE

Focus is one of the four major functions an office space is supposed to guarantee. Remote work, with its constant buzz and deficit of silence, proved that not all employees have the space to work out of the office. Not everybody could find a place for individual work, with focus and silence. In the focus area, you will find spaces that accommodate solitary work.

Apart from impeded contact with colleagues, blurred boundaries and destroyed work-life balance were also mentioned as major drawbacks by the participants of the survey organised by Nowy Styl. Remote work in a setting other than the office - e.g. from home - means you need to prepare a decent workstation where you can focus and enjoy uninterrupted work. Not all employees were ready for this. Young children, pets and other family members, not to mention several other factors that are the reasons why many respondents believe the office is still the best setting for focus work, rather than only a meeting place. On the other hand, our clients and designers claim that as you return to the office, you are greeted by noise, buzz and excessive stimuli. One of the companies had to purchase new noise-canceling headphones. Having returned to the office, the employees noted the phenomenon we referred to as "the deficit of silence." This is also highlighted in the studies conducted by Rahman et al. (2020)¹², where 65% of respondents claim that being able to focus significantly affects their productivity. The deficit of silence is reflected in the increased demand for sound-absorbing solutions.

The noise and buzz around us make us feel distracted and unable to focus. And we're not talking only about the noise at work. This is also true of the home office: children and other family members can also be a source of the noise. 65% of respondents claim that the ability to focus significantly affects their productivity.

"We noted that after we returned to the office, our employees find it hard to engage in solitary work in the open space. We need new furniture solutions - individual booths, focus rooms, where you feel isolated from the noise and external stimuli."

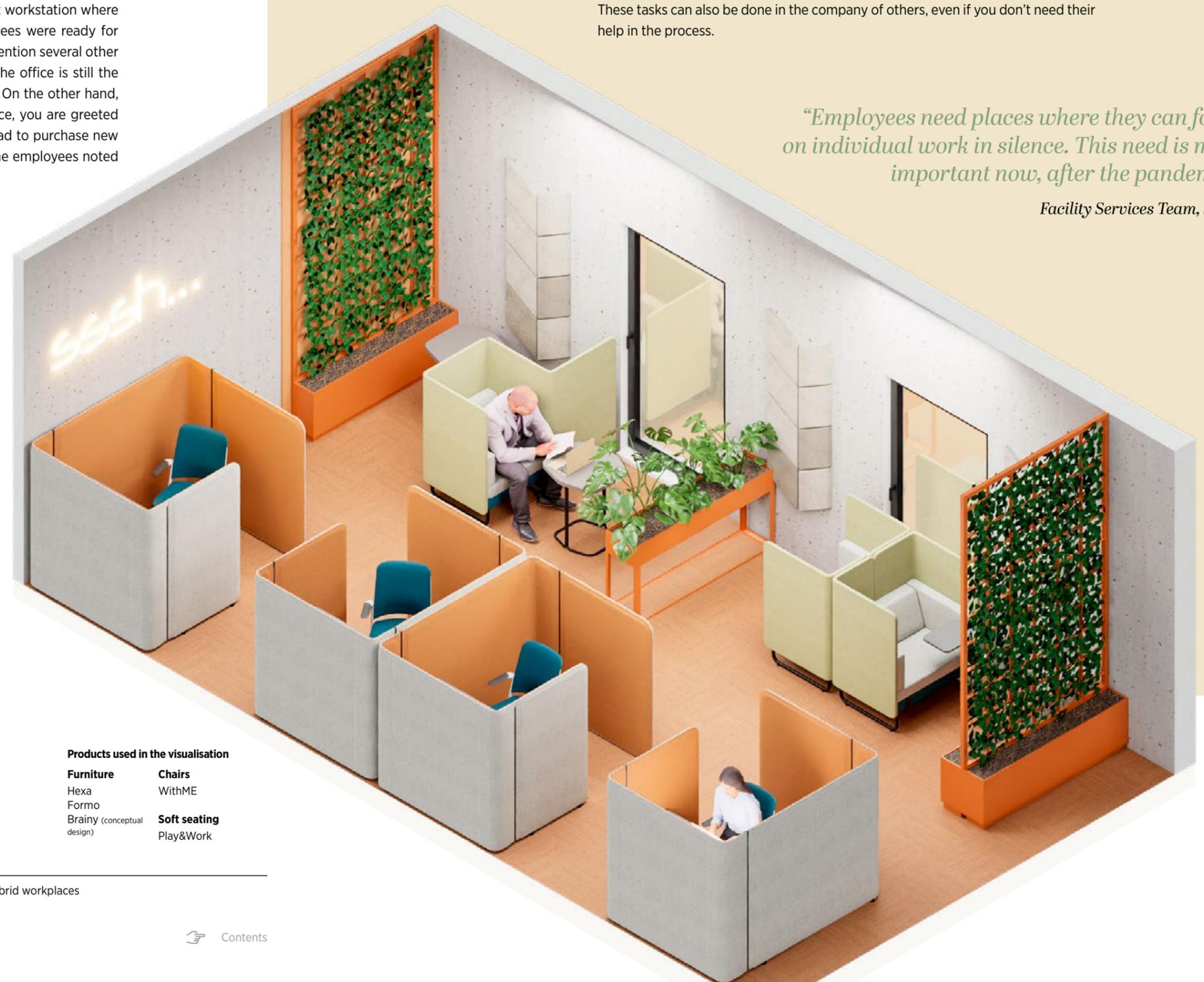
Monika Przybyło, Office Coordinator

The company of other people can sometimes make it impossible for us to stay 100% focused because human beings are social by nature and cannot remain completely unaffected by the presence of others. On the other hand, the sheer awareness that your colleagues are there is motivating. How do you combine these two opposites? The solution is simple - let's create a space where a few people can engage in individual work. How do you do it? With relevant furniture solutions!

In the focus area, you will also find workbench spaces and high tables, which can be used for operational tasks, such as replying to e-mails or filling in documents. These tasks can also be done in the company of others, even if you don't need their help in the process.

"Employees need places where they can focus on individual work in silence. This need is more important now, after the pandemic."

Facility Services Team, Sabre



Products used in the visualisation

Furniture	Chairs
Hexa	WithME
Formo	
Brainy (conceptual design)	Soft seating
	Play&Work

¹²Rahaman, M. S., Kudo, S., Rawling, T., Ren, Y., & Salim, F. D. (2020). Seating preference analysis for hybrid workplaces

CONCENTRATION AREA

SILENT ZONE

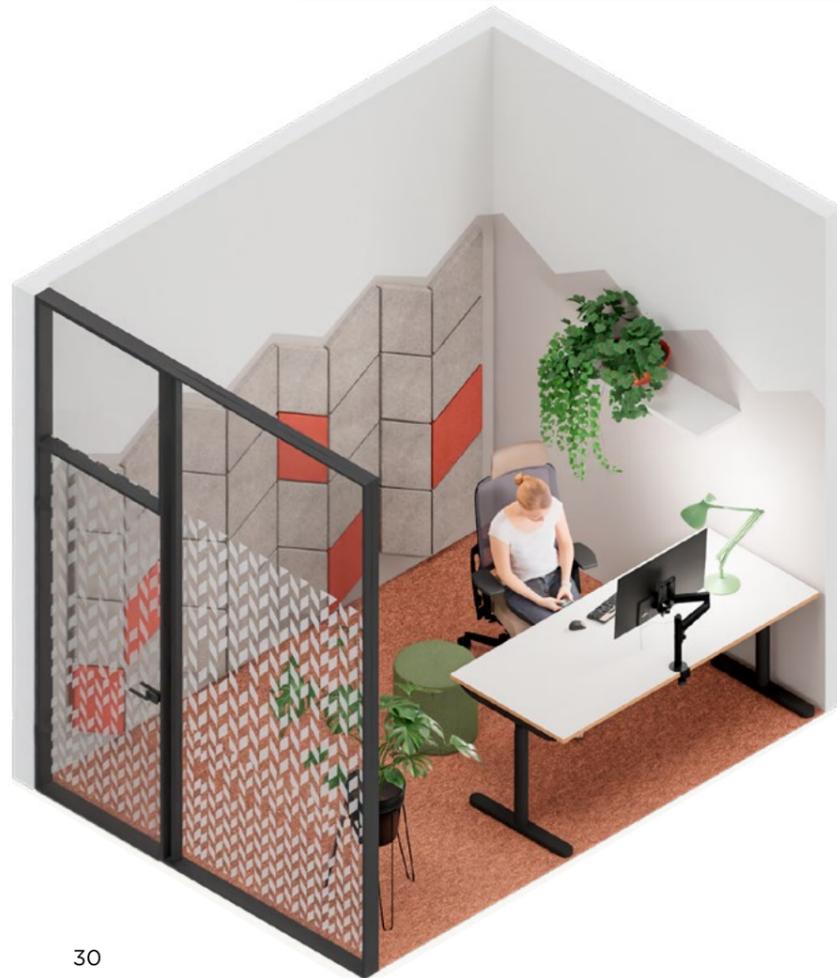
Deficit of silence

Returning to the office after the pandemic entails several challenges. One of them is noise - we've grown more sensitive to it.

Our expectations of office work have changed over the past 2 years. Some of us managed to come up with a comfortable and ergonomic workspace at home, while others longed for the return to the office, which must now be adjusted to the new reality.

It's good to remember that sound absorption in the office is just as important as a comfortable chair. We've noted that after a period of major isolation we're more sensitive to noise in general - we have called this phenomenon "the deficit of silence." It turns out we're on the lookout for quiet places, where we could work with no noise to distract us. Each space should conform to specific acoustic parameters, as defined in relevant norms. You need to make sure these requirements are met for your employees to be able to focus on their work. Acoustic comfort directly affects our well-being and efficiency. If you want your work environment to be friendly, you may want to consider proper activity zones. Do you have separate areas for individual focus work? Can you organise a quick brainstorming session without disturbing all the other employees in the vicinity? Is it possible to hear a phone conversation on the other end of the office? It's a good idea to rely on an expert sound engineer to identify issues in your office and find the best possible solutions.

Anna Kanik
Senior Acoustic Consultant



Face-to-screen rooms

Locked rooms are great for effective online work, webinars, e-meetings and individual focus work. These rooms have more than just a desk and a chair - special features include appropriate artificial lighting and acoustic solutions. These rooms are inconspicuous - far from the crowd you can participate in a webinar or hold an online meeting, without feeling ashamed or stressed about somebody overhearing.

Products used in the visualisation

Furniture	Chairs	Soft seating
Play&Work	Xilium	Dotto
Formo		

How do you adjust your space to online meetings and presentations?

Organising webinars and training requires relevant amenities, not only as regards technology, but also spatial arrangement - both the speaker and the audience need to feel comfortable.

The key aspects we need to consider when planning a space for online meetings or workshops include **privacy, freedom, lighting, background and furniture.**

When holding an online meeting, you need a proper level of privacy and the ability to separate yourself from the rest of the office space. This could be achieved by methods such as; covering glass panes with acoustic screens or putting in opaque panes. That's how you minimise the distracting stimuli from the outside. You need to maintain a minimum level of contact with the outside world. It's good if the entrance to a Webinar Room has a "meeting in progress" sign. Partial separation also requires specific sound-absorbing features (reduction of reverberation, sound absorption and reflection). It's incredibly important as regards the quality of sound during training.

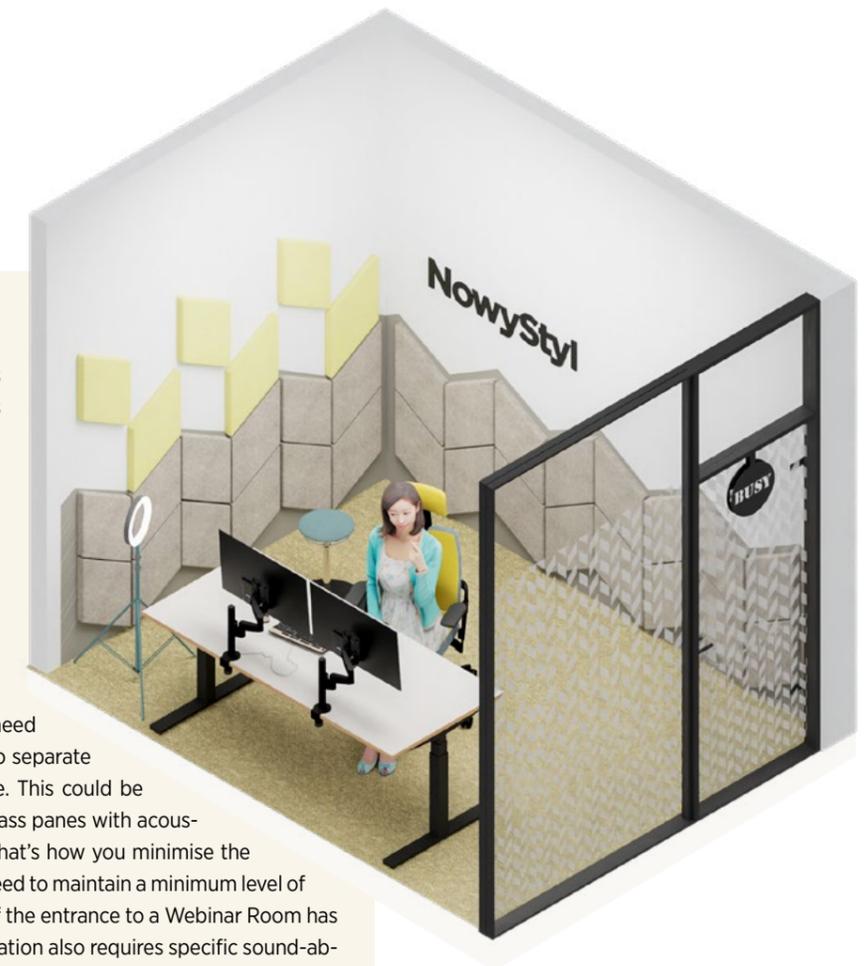
Another significant element is **freedom.** It's good to make sure the space designed for online training has air-conditioning and thermostats. Appropriate temperature is crucial for the users' comfort, that's why there must be an option to adjust the conditions to individual preferences.

Good **light** is vital, too. It should be warm and diffuse. Plus, it's important that the user can manage the source of light. Relevant lighting will boost the image quality and highlight the speaker properly.

The background is another element you should consider when arranging a space for online meetings. A good idea is to opt for a subdued background in cool colours. You are well advised to depart from a plain surface (it's good for photos) and choose a melange background to highlight the figure of the speaker, thus making them properly visible.

Last but not least, you should choose relevant **furniture.** Spaces for webinars are often used by a large group of people. Not everybody has the same working pattern and energy level. A Webinar Room should therefore come with intuitive, easily rearranged and adjustable solutions, to make sure the employees can regulate and shift individual pieces and present their content in a sitting or standing position - whichever suits them best.

Zoltan Balogh
Product Trainer and Advisor



Products used in the visualisation

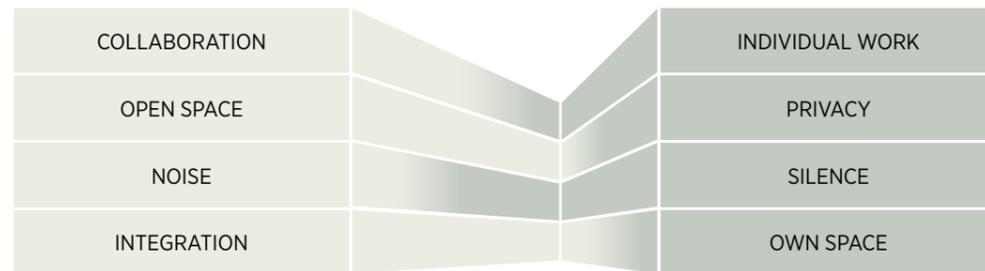
Furniture	Chairs
eUP3	Xilium
Formo	Belise

Summary

The Reunion Model concept – functional office space arrangement – was created for employees who follow a hybrid work mode and effectively juggle office work with remote work. That's why the unique design relies on a reduced number of standard, stationary workstations and replaces them with solutions that support group- and teamwork, as well as integration.

The structure of the Reunion model is designed so that each employee can choose a place or workstation for themselves, with special consideration given to **noise intensity**. Although in the office you can find zones where the users can **complete their individual tasks in silence**, the Reunion model prioritises areas designed for **collaboration** and **integration**. Without being limited to a **single assigned workstation**, an employee can choose from among a variety of places in an **open space** to work together with other team members.

Model reunion vs. Office's functions

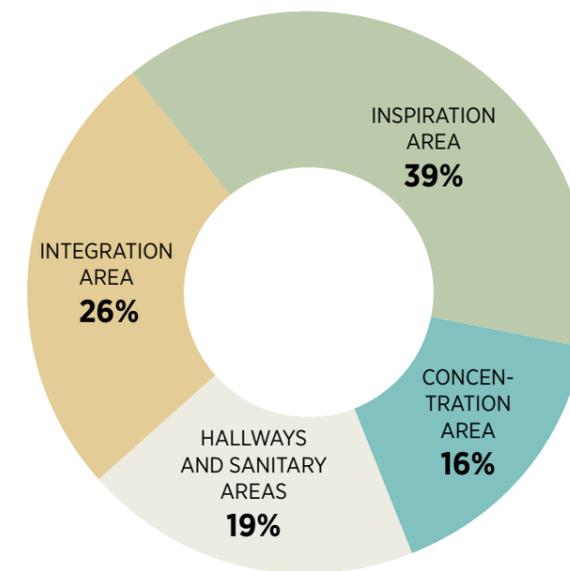


Integration Inspiration Concentration

Hybrid work is not for everyone. The nature of individual jobs performed by some teams (i.e. managing confidential data and necessary access to specialist equipment) may hinder remote work. When choosing the Reunion Model, it's good to prepare a dedicated zone of standard workstations for such employees, so that they can enjoy a workspace suited to their activities and boosting their effectiveness.

Reunion in numbers

The Reunion model is an arrangement model that focuses on collaboration, integration and the rebuilding of relationships between employees. It is a place for 200 employees (with a flex=0.5).



Workstations in open spaces and single rooms: 100
 Workstations in closed spaces (i.e. conference rooms): 98
 An office prepared for 200 employees, Flex = 0.5

Area of the office: 914 m ²	Cellular office	Open space office	Zonal office	Activity Based Working office	Hybrid office	Reunion office
Employees	65	95	91	104	120	200
Fixed workstations	65	95	91	77	26	0

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Feel free to contact us

Our team is here for you. We will happily present the latest solutions, share our knowledge and answer any questions. If needed, we invite specialists from other fields, who will help you arrange your new work environment.

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EN_E01_2022