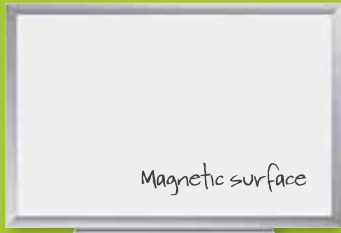


Training Camp

OPTIMIZE TRAINING ENVIRONMENTS WITH THE RIGHT FURNITURE



It's a good time to
reinvest in your team



Smart investing begins with people.

With this research in mind, let's focus on environmental settings that can optimize training experiences in your office.



Enhancing employee performance through training improves their knowledge base, keeps them motivated and presents them with new opportunities. The results of training and support have a continuing effect that extends throughout your business. A recent study* has shown that increased comfort, better indoor air quality and more adequate lighting in U.S. workplaces could result in productivity gains of \$43 to \$235 billion annually.

So why wouldn't you optimize a training experience for your employees? An ideal setting would be one designed to bring value to these three employee attributes: **ability**, **motivation** and **opportunity**.

Judith Heerwagen is a former scientist with the Pacific Northwest National Laboratory who is now a program expert with the General Services Administration. Her research has shown that productivity and environment are related.

"A building can positively affect **ability** by providing comfortable ambient conditions, by enabling individual control and adjustment of conditions, and by reducing health and safety risks. Negative impacts on ability to do work are associated with conditions that are uncomfortable, distracting, hazardous or noxious.

"A building can positively affect **motivation** by providing conditions that promote positive affective functioning, psychological engagement and personal control. Moods create the "affective context" for thought processes and behaviors and are directly tied to motivation.

"A building can affect **opportunity** by providing equitable access to conditions that reduce health and safety risks, equitable access to amenities and compensatory design options where inequities exist and are difficult to eliminate entirely."

*Study by G. Kats, L. Alevantis, A. Berman, E. Mills, and J. Perlman in "The Costs and Financial Benefits of Green Buildings: A Report to California's Sustainable Building Taskforce," October 2003.

Training Day

As soon as you get it on the calendar for all participants, start planning in advance. Make sure there's enough allotted time in the schedule to complete the training. Be certain all participants have directions to get there if it is off site. You don't want participants experiencing anxiety from starting late or rushing through content because there isn't enough time to complete it.

Room Accommodations

When you have a head count, make sure the room can accommodate your planned number of attendees. If people feel crowded, they get stressed. Also, make sure participants with limited mobility will be able to access the room.

Climate Control

Experiment with room temperature before the training begins. When making temperature adjustments during training, make them one degree at a time and wait to feel the effect. The ideal temperature is 70.88°F. Other climate factors include humidity, airflow and indoor air quality. Indoor settings can also contain high levels of pollutants caused by cleaning or maintenance going on in the building.

Center of Attention

Keep distractions to a minimum. Ensure there are nearby rest rooms and snacks. Be certain that noisy activities will not be going on near your location. Ask all participants to turn off their cell phones before you begin. Plan ahead if the room has posts, pillars and other sight obstructions that will make it difficult for participants to focus.

Furniture Factor

Ergonomic furniture is ideal for training sessions. The longer the session, the more important this is. Seek out comfortable, moveable chairs. When selecting and arranging tables, reducing space between your presentation and the participants increases engagement in the room. The closer you are to participants, the more involved they will feel. You may need a table for supplies and equipment at the front and another for refreshments in the back. There are also a variety of room layouts to consider including classroom style, auditorium, small breakout formats and more. These layouts lead to other



furniture considerations. Small tables, large tables, desks or mobile chairs – these are options to create the furniture layout that optimizes your training session.

Turn the Lights On

A dimly lit room will do nothing to increase energy levels. Sunlight will positively impact well-being, but not if it is at an angle to blind you or cast a glare on your presentation. Color matters, too. Research has shown that different wall colors can be used to promote desired behavior:

- **Blue** brings out calm and clear thinking.
- **Pink** lessens irritability.
- **Red** boosts energy and focus.
- **Yellow** promotes feelings of alertness and focus.
- **Orange** boosts enthusiasm.

Audiovisual

Check to see if you have the wall space to hang flip charts, whiteboards, large sticky notes and other useful tools for brainstorming. Make sure you have the space or a screen for projection. If you're hosting a large group, a microphone will help keep everyone's attention—be sure your room is wired for one.

Now you're ready to boost ability, motivation and opportunity.

WHAT'S NEW

The Rules of Engagement

Essential furniture solutions like these are crucial to eliminate distractions and keep participants engaged. Successful training sessions are directly related to increasing company value.



Seat Yourself

Training room chairs need to be moveable, but it's critical to your training that they're comfortable. Find a seat that suits you here for a great value.



Talking Tables

What's covered in training is important. It helps if you're equipped with the right kind of table for the support and collaboration you need.

These small and large rectangular tables configure easily into boardroom, panel discussion or traditional classroom arrangements for meetings or training setups. The work surface resists scratches and stains. Levelers adjust for stability on uneven floors.