

NowyStyl

# Workspace of tomorrow

## **COMMUNICATION HUB**



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## ***What will the office of the future be like?***

The future office is the result of many years of our experience in designing workspace and the most recent experience with the Covid-19 pandemic. The latter accelerated the changes in work organisation already taking place. The future model is based on introducing a hybrid system of work, which assumes unhampered connection of remote work with working in the office. The development of technology and flexibility in choosing the place and time of work have influenced how office space looks and is laid out. And this should be adjusted to the needs of an organisation.

## ***What is a Communication Hub?***

The Communication Hub is an office model that has been suggested by Nowy Styl, an experienced expert and partner in arranging space for many companies around the world. It is an office which constitutes a platform for communication and a space for various types of meetings, including remote ones, which are numerous in the hybrid model. And finally, it is a collection of suggestions for arranging office interiors on the basis of which a unique design is created, that is suited to the needs and expectations of “an organisation of tomorrow”.

## ***Who is this report for?***

The report was created to inspire and present the most interesting solutions of organising work to people who decide on the look and functionality of office interiors. It is addressed to office managers, company management, HR and employer branding managers, workplace specialists as well as architects and office designers.

## ***Who was it created by?***

Work on the report was conducted by an interdisciplinary team of workplace specialists and enthusiasts. These included management psychologists, architects and interior designers as well as specialists in internal communication who work with Nowy Styl's customers on an everyday basis. Many years of experience and a wish to find solutions customised to the new reality led to the creation of the concept of tomorrow's hybrid office and how this could look like in order to effectively support business needs of contemporary and future organisations.

# What have we learnt from the pandemic?

## Working remotely

- The pandemic took us all by surprise. Our homes turned into offices, schools and gyms virtually overnight. What was previously impossible, was now real.
- The corporations whose organisation had been more flexible before the pandemic found it easier to adapt to this change. The companies that relied mostly on office work, however, found it revolutionary.
- After the initial period of complete chaos, a new work order was finally established. In many cases working remotely turned out to be rather convenient for specific jobs and assignments. Unfortunately, projects that require creativity and innovativeness proceed much more effectively when the employees can meet up in the real world and draw on the synergy effect, which becomes apparent, e.g. when people are brainstorming.
- Those who had favourable working conditions at their own home often appreciated the possibility of working from there. They did not have to waste their time in traffic jams or expose themselves to meeting numerous people in the office building. Unfortunately, this option was not available to everybody. We appreciated what the office can offer only after we were forced to spend hours working on a sofa.

## We need people

- Humans are social creatures. They require interaction and the feeling of togetherness. That is what we missed the most during the lockdown.
- It became evident that the social aspect of work also matters. Video calls cannot replace informal meetings over a cup of coffee. We then lose the human touch, the spirit of our daily work. We need face-to-face contact with others. Not everything can be settled or solved via the computer screen.



## Corporate identity and commitment

- Successful companies are usually aware of organisational culture importance. Communication is an obvious, an integral part of a company. Its elements are deeply rooted in everyday activities performed in the office. During the pandemic we missed these everyday rituals, all the ongoing, live communication or the opportunity to sense the current mood and vibe of the company. Employees slowly drifted apart whereas the ties between the people and the organisation gradually weakened.
- The onboarding process for newly hired employees proved to be particularly challenging. Without the opportunity to observe the office environment new employees found it difficult to experience the atmosphere of the office and to be emerged in the specific organisational culture.





#### Products used in the visualisation

<b>Furniture</b>	<b>Soft seating</b>
CS5040	Tilkka
<b>Chairs</b>	Dotto
Kenari	

### Wellbeing

- The times of Fruit Days in the office are a thing of the past. But there is more to wellbeing than this. The pandemic pointed out that we should see wellbeing as a broader concept, as a sense of feeling good, as physical and mental comfort.
- In their effort to support the employees' wellbeing, mindful organisations offer special programmes that promote a healthy lifestyle and boost resilience. They also do not forget about mental support, mitigating stress and consultations with psychologists or physiotherapists.
- A workplace that boosts your wellbeing is an office where one feels safe. Proper distances, disinfection points, clear rules, procedures and user-friendly, safe materials or air purifying plants provide a natural barrier and improve the sound-absorbing properties of the space.

### Legal regulations

- Compulsory working from home during the coronavirus pandemic revealed certain gaps in the labour law. Many countries lacked relevant legal provisions that would regulate working remotely or in the home office mode.
- It is still unclear who is responsible for ensuring proper working conditions if an employee works from home.

# How do we find our way working remotely?

When forced to stay at home, we had to rearrange our closest environment to make it fit for work, everyday activities, relaxation, exercise and schoolwork. Depending on our personal situation and housing conditions, this was a difficult task, if at all possible. Having experienced working from home, we can now safely say that this arrangement has its advantages, but it also poses numerous challenges.

## THE PROS & CONS OF WORKING FROM HOME



### Safe haven and more time to spare

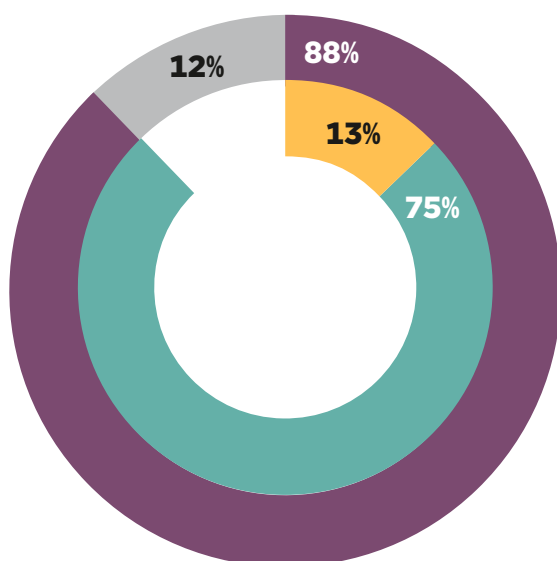
- An indisputable advantage of working from home is the opportunity to save the time and money needed to commute to the office. As soon as you finish work for the day, you can devote your time to your family, hobbies or other personal business.
- For some people, being at home also means they can finally focus, because they find a quiet place to work.
- Many of us also appreciate limited interactions with random people in public transport or in elevators. This makes us feel safe and reduces our fear and anxiety as regards our own health and this of our family.



### Home office or living in the office?

- In many cases, the conditions at home are nowhere near as good as in the office, as far as working is concerned.
- While working from home, we do not move around much, we use chairs that are not designed for longer periods of work and we do not have access to proper light. Soon we start to miss a comfy office chair, meeting rooms or adjustable desks. When faced with a difficult situation, we appreciate what we took for granted in the office.
- Those who like to follow a predictable, fixed daily routine might find it hard to balance work and life at home. Previously, when we were in the office, we focused on work and at home we enjoyed private life. Now we all find it a challenge to maintain work life balance.

## Working remotely – employee preferences



**88%** of the respondents would like to continue the home office model in varying degrees.

- **13%** of the employees expect they will be able to work from home full-time
- **75%** would like to combine working from home with working in the office
- **12%** of those surveyed would prefer to work exclusively in the office

## WFH - working from home, ergonomically



*Due to the Covid situation people are forced to work mostly from home. In the Netherlands working in the “home office” system has already been a part of*

*our culture. Today however working from our houses is even more common than working in the office! Therefore, we offer multiple solutions for our customers to support their employees.*

*We facilitate people’s work at home with ergonomic certified chairs and height adjustable desks. In 90% of all cases the chair is considered as being the most crucial element of a healthy work place by employees. In approximately 30% of the cases we provide the employees with both a chair and a desk.*

*On the other hand we must remember that people also need the office for their social contact, to exchange ideas. The workplace becomes more informal and with more room to connect to each other.*

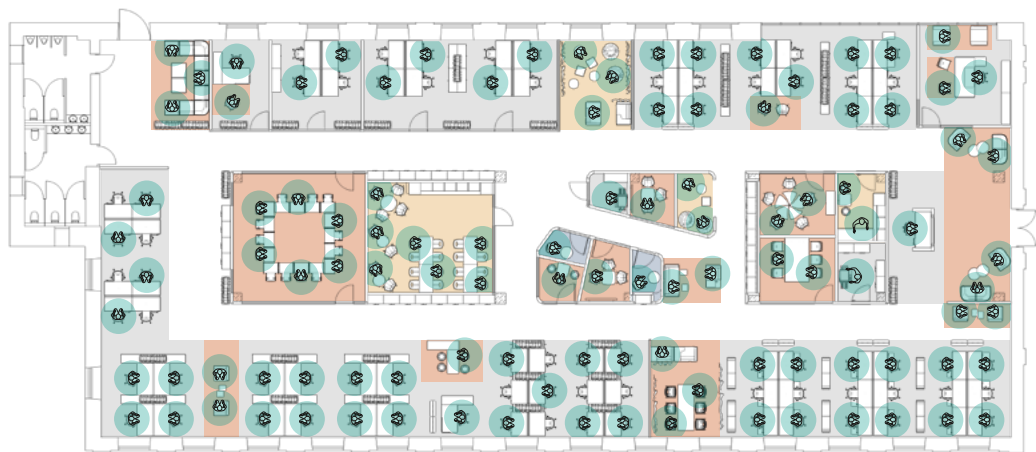
**Patrick van Dommelen,**

Sales Director at Nowy Styl, Netherlands

But there are situations where working from home is impossible. Following the queries from our clients, in spring 2020 we published a report titled “Welcome back... to the office!”. In the report we suggested two scenarios which should be implemented to adjust and rearrange the office before the employees can return. Both solutions could be smoothly and efficiently implemented in the office space. These were ad hoc measures, which guaranteed safe distance in the office and helped to comply with official guidelines.

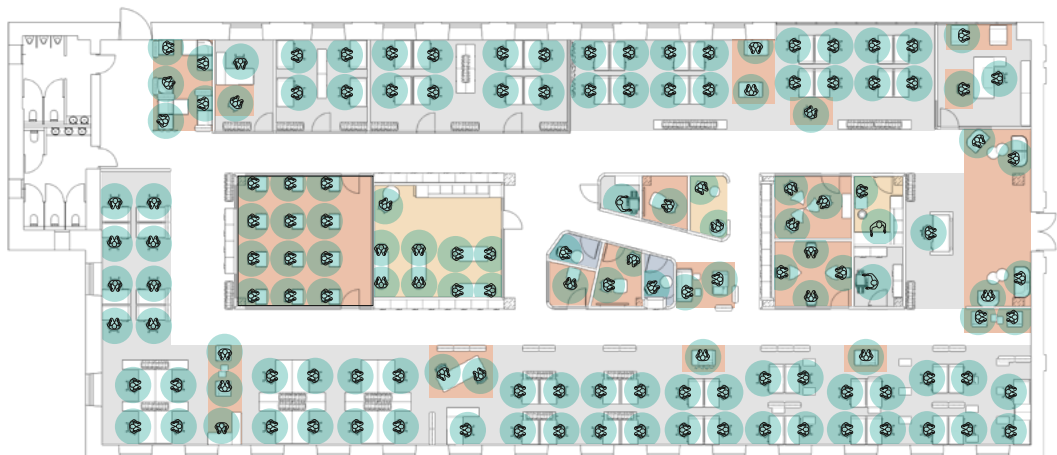
### **SCENARIO A:** Locking out some of the workstations

SHORT-TERM  
PERSPECTIVE



### **SCENARIO B:** Rearrangement

MID-TERM  
PERSPECTIVE





# Do we need offices?

## Flexible office – what does it mean?



*For me, a flexible space means: adjustable - inspiring, stylish, connecting one and responsible*

*working environment based on fresh ideas and innovative solutions. A working environment that suits our company, the culture, me as a person and my colleagues.*

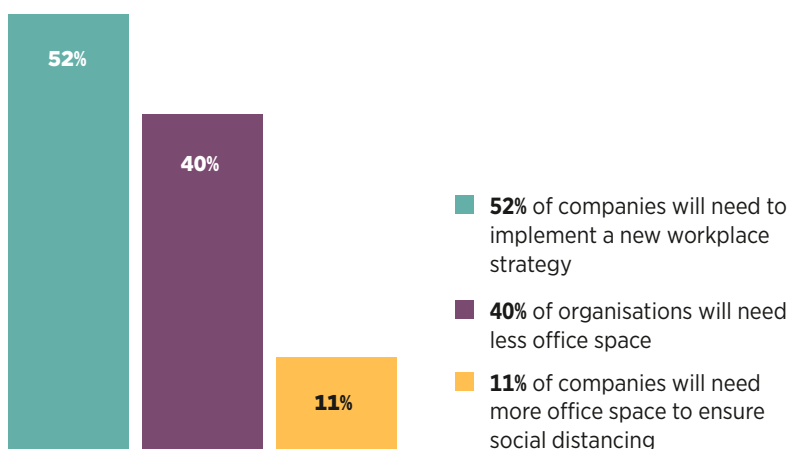
*How to achieve such adjustable space? Do not assume that only the furniture must be flexibly movable in a room. Think of a flexibility of the entire office layout and ways your company works, which is also called “hackable space”. Important, do not determine as a company what you think the people need. We must remember that we all work differently! Make an inventory from the employees themselves on the basis of workshops what is needed to enable them to perform as optimally as possible. So human based design instead of activity based design.*

**Anton de Block,**

*Key Account Manager  
Nowy Styl, Netherlands*

When looking to the future, we can see the need for comprehensive changes in our offices. In the next months and years we will probably experience considerable uncertainty, which means we need to be flexible in order to adjust to the changeable environment. Office space should be ready for this.

## Future office strategies



Knight Frank, "12 dynamics of the post-COVID-19 workplace", 2020, [w:] <https://content.knightfrank.com/research/2033/documents/en/12-dynamics-of-the-post-covid-19-workplace-july-7337.pdf> (13.01.2021).

In the long run, companies will have to face several crucial questions, such as: what should the office look like after the pandemic? Do we need an office at all? According to the study conducted by Knight Frank, more than half of all companies are planning to prepare and implement a new workplace strategy. Some of them will resume office work, having increased the available office space to ensure proper distance between workstations. Others, encouraged by the lockdown experience, will opt for a full-time home office. It is predicted that most companies will implement flexible working arrangements on a permanent basis, whereby office work would be combined with home office.

*70% of employees would prefer to work exclusively or most of the time from the office.*

Gensler, „U.S. WORK FROM HOME SURVEY“, 2020, [w:] <https://www.gensler.com/uploads/document/695/file/Gensler-US-Work-From-Home-Survey-2020-Briefing-1.pdf> (13.01.2021).

## How companies approach the working style and the needs related to office space

The most popular model indicated by both employees and companies is the hybrid arrangement. 61% of employers declare that they will allow their employees to follow the hybrid model that ensures the flexibility of hours and place for performing professional obligations by means of connecting work in the office and working remotely.\*

*Back to the office. We need more space to guarantee proper social distance between the employees.*



*Stay at home. The pandemic has proved that my staff can work from home full-time.*



*We change our office arrangement and introduce hybrid work. My employees will partially work from home or from another location. The office is a place for meetings, project work, and teamwork.*



\*CBRE, The Future of the Office, 2020, [w:] <https://www.cbre.com/-/media/files/future%20of%20work/future-of-the-office-v2.pdf> (13.01.2021).

# The future is hybrid working

As we observe the changing working styles and the ever-present technological development, we presume that the most popular model in the nearest future will be hybrid work. We will focus on this model in the further part of this publication.

Of course, we do realise that the hybrid model will not always be possible to implement. There are organisations whose operations require physical presence of employees in a specific place – in the office, store, service point etc. Hybrid work can usually be performed by white-collars - office workers whose tasks involve administrative or creative work. The nature of these jobs combined with new technologies paves the way to a flexible working arrangement, which is the basis of the hybrid model.

## White-collar work



**Hybrid work comprises working in the office and remote work – performed from home or another place of your choice.**

It is often assumed that remote work is the same as a home office, but it doesn't always have to be so. This means you work anywhere you like. You can go to a café, library or a coworking space and complete your tasks there.



## Hybrid working in our clients' work environment



*We have recognized that the entire office world is changing from a pure “work place” to a “place of intensive communication”. This communication shall be informal, but highly effective. Buildings and interiors shall support the new situation. We all have understood the urgent measures like plastic walls can just be interim solutions. Ideas for a “new normal” need to be smarter. For the future, some of our biggest customers assume that approximately up to 50% of their staff will be permanently at the home office as a very focused work can be done there more efficiently. When employees go to their office in the future, they will expect a safe surrounding optimized for that part of communication they cannot realise from home.*

**Klaus Lohne**, Managing Director, Nowy Styl, Germany



## What will happen with public places we used to work at?



*The pandemic also has influence on the public areas that are traditionally furnished by Kusch+Co. Even if the number of visitors in hospitals and nursing homes is currently reduced to a minimum, there is growing interest in hygiene-safe furniture that can be demonstrably professionally cleaned and disinfected.*

*We are noticing these requirements in all public areas where many people normally come together, for example canteens and company restaurants. This "hygiene need" will stay with us for longer, because we need to make "third places" ready for people working there again. Employees who do not work remotely but in offices also demand antibacterial surfaces and in addition, one senses a trend towards zoning of such areas, smaller units, separated seating and flexibility, which can be realised e.g. with our soft seating solutions.*

**Tommy Rube**

Marketing Director and Brand Ambassador  
Kusch+Co by Nowy Styl, Germany

A vast majority of office employees would like to combine working in the office with working remotely. A flexible approach to working hours and the place of work is greatly appreciated.

*61% of employers will offer their employees a possibility of working according to the hybrid model.*

CBRE, The Future of the Office, 2020, [w:] <https://www.cbre.com/-/media/files/future%20of%20work/future-of-the-office-v2.pdf> (13.01.2021).

### HYBRID WORKING

#### EMPLOYEE'S PERSPECTIVE

- Saves time and money - no need to travel to the office
- Greater satisfaction with work and stronger motivation - because you can feel the employer trusts you
- Greater involvement derived from empowerment and autonomy
- Flexible working hours, freedom to choose the place you work from
- Easier to achieve a work-life balance

#### EMPLOYER'S PERSPECTIVE

- Opportunity to reduce the cost of office space and other running costs
- Involved team and greater effectiveness thanks to given autonomy
- Possibility to hire candidates who were previously out of reach – remote work geographical barriers disappear
- The image of a modern employer who offers attractive terms and conditions
- Reducing the carbon footprint connected with travel to work

# The Communication Hub- a hybrid office

Introducing the hybrid model will affect the shape of our office space. The significance and meaning of individual office functions and collaboration are to come first also change. Cooperation and communication will come first. The office will become a meeting point, a place for exchanging knowledge and experience, for sharing inspiration, for team-building and creating a sense of community and commitment. It will become a genuine Communication Hub.

On the basis of specialist business research analysis, observation and numerous conversations with customers, our team developed a new model of an office that answers the needs of tomorrow. We have called this the Communication Hub.

## Workspace of tomorrow – changes in office layout



*2020 did not change the way how we design the work space from out of the blue, but definitely accelerated changes that were already underway.*

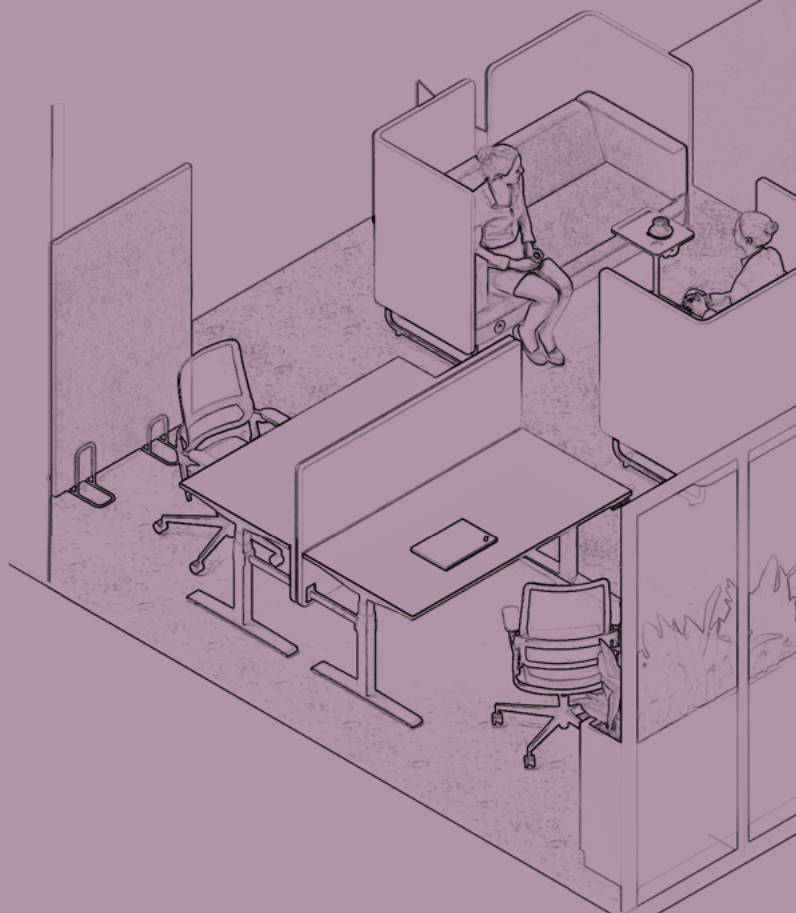
*The office will now be arranged to foster the positive personal interactions that cannot happen with a remote working situation. The role of the office will naturally change. Employees will come to the office to connect, collaborate, create, some to socialize, some to escape... That is why the most important spaces are going to be zones dedicated to communication and collaboration. To connect with remote workers video booths will be absolutely essential. High quality video call systems will become increasingly important, as much as the application of acoustic solutions.*

*The welcoming space will also gain new importance – it is not going to be used just as a reception area, but also for meetings with external customers.*

**Alina Fandelová,**  
Senior Interior Designer  
Nowy Styl, Czech Republic

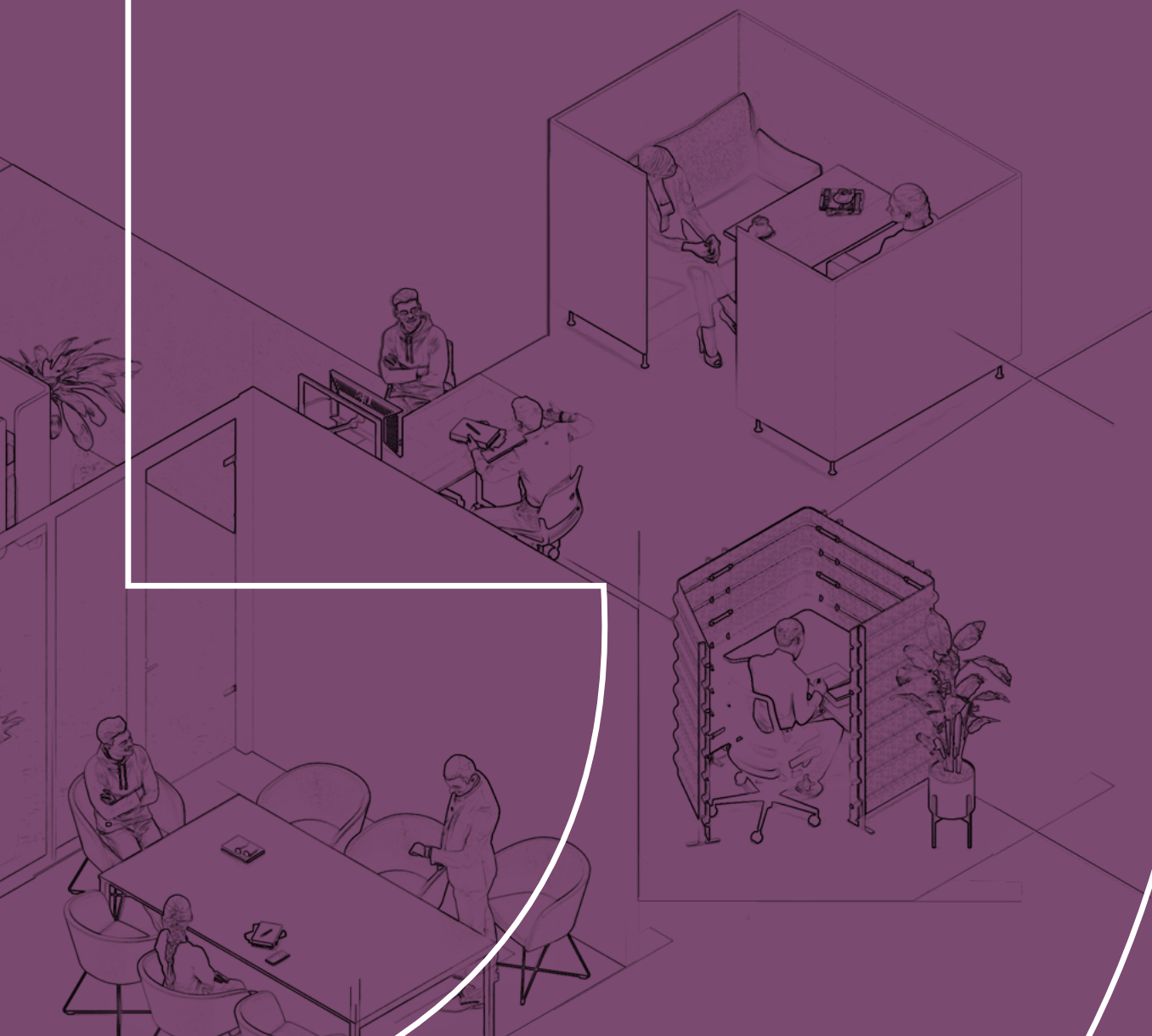
## Key characteristics

- The office as a place for meetings and employee interaction
- Place of work dependant on the type of activity performed at a given moment
- Number of workstations ≠ number of employees
- Shared managerial offices
- Flexibility in terms of space, work time and activity
- Partial home-working as standard
- New places in the office, e.g. Focus XL, Agile zone, Nap room
- All meeting rooms include video system



# Communication Hub

the office of a company following the hybrid model is a place for meeting, exchanging ideas and building interpersonal relations.



## Future office functions – Communication Hub

So far we have identified 7 main functions of the office in each organisation. The office of the future will follow the Communication Hub model, so the significance of individual functions will change. The primary role of the office will be to create a space for cooperation, culture, social interactions and to play a representative role. But since the employees are expected to perform part of their duties elsewhere, there will be fewer places for administration, focus or regeneration. As these functions are to be performed outside the office, their role will become less significant in the context of office space.

### Communication Hub – changes to office functions' importance



Work is what you do,  
not the place where you go.

## WORKING STYLES AND RELATED NEEDS IN REGARDS TO WORK ENVIRONMENT

WORKING STYLE	GROUP DESCRIPTION	NEEDS
<b>REMOTE WORK</b>	People whose physical presence in the office is not necessary, and for health or family-related reasons etc. they prefer to work from home.	They need an ergonomic workstation at home. They need their teammates and colleagues in the office to have unlimited access to video tools and rooms.
<b>OFFICE WORK</b>	People who do not have the conditions to work from home or the nature of their job involves their physical presence in the office.	They need permanently assigned workstations in the office. They can work in an open space and access all the office zones.
<b>OFFICE WORK WITH CONFIDENTIAL DATA</b>	People whose job requires physical presence in the office e.g. because they work with confidential data.	They need permanently assigned workstations in a separate room with a lock.
<b>HYBRID WORK – PART OF THE WEEK AT THE OFFICE, PART AT HOME</b>	People who can perform part of their job remotely (from home, in a café or library). They come to the office on specific days, for a meeting, to join a team in conceptual work, to participate in workshops etc.	They do not need their own, assigned desk in the office. They can work virtually anywhere - in or out of the office. When they do come to the office, they use meetings rooms, the agile zone or shared desks. They have their own desk at home, because this is usually where they perform administrative type work.

In an organisation that follows a hybrid model you will find teams with different working styles and carrying out various tasks. It's important to take into account their needs regarding the work environment.

# Enter the Communication Hub – Let's meet in office of tomorrow!

## This office model is for you if:

- you are planning to move to a new office within the next few years,
- your organisation is flexible and modern – you let your employees choose where, when and how they can perform their work,
- you accept remote work or a combination of remote and office work,
- you employ experts in their fields, who appreciate the autonomy and trust you give them,

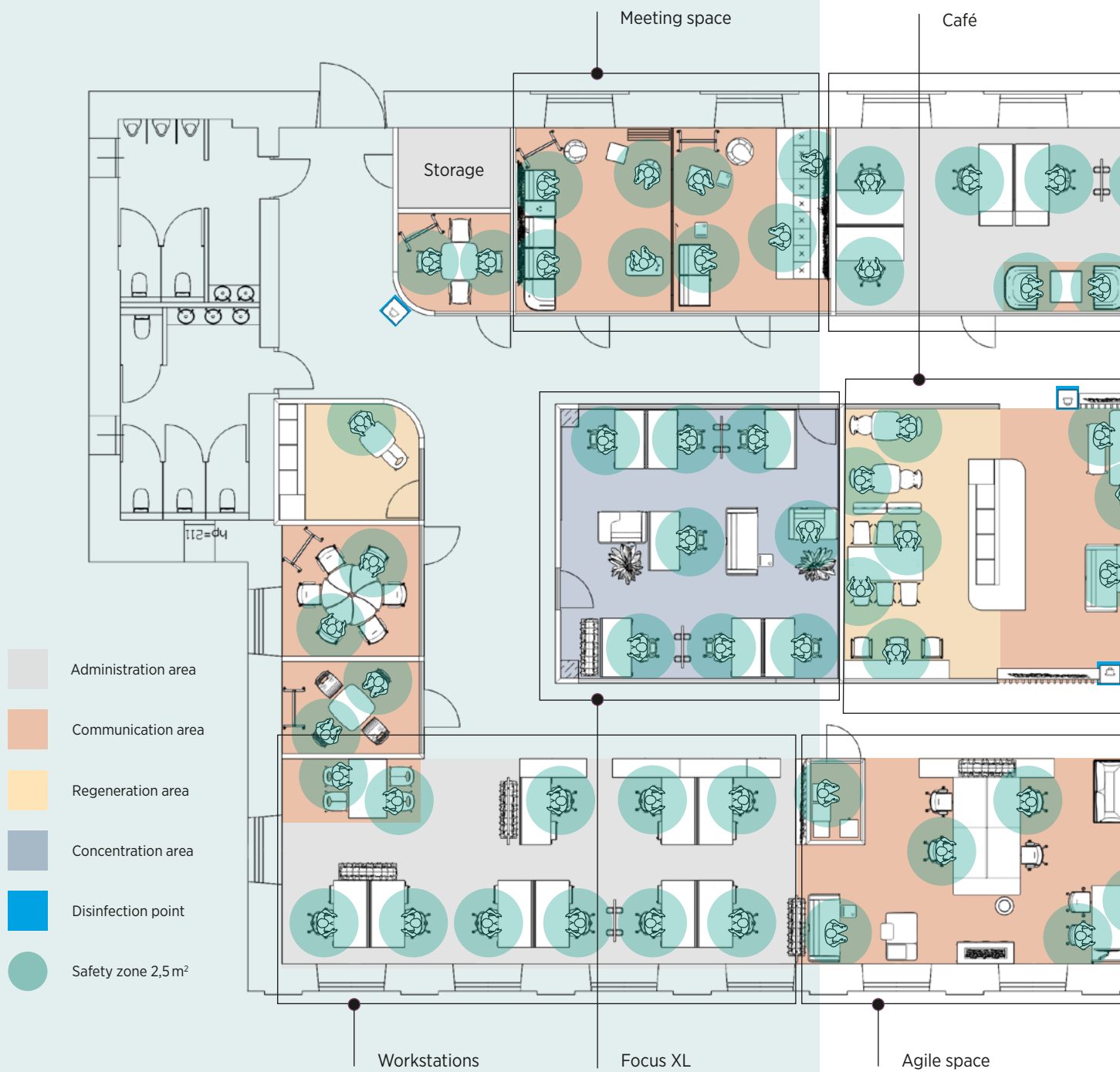




- work is much more than sitting at the desk for you and your employees – your workplace is the entire office, to say the least,
- you want your office to be flexible and easily rearranged, should the pandemic reoccur.

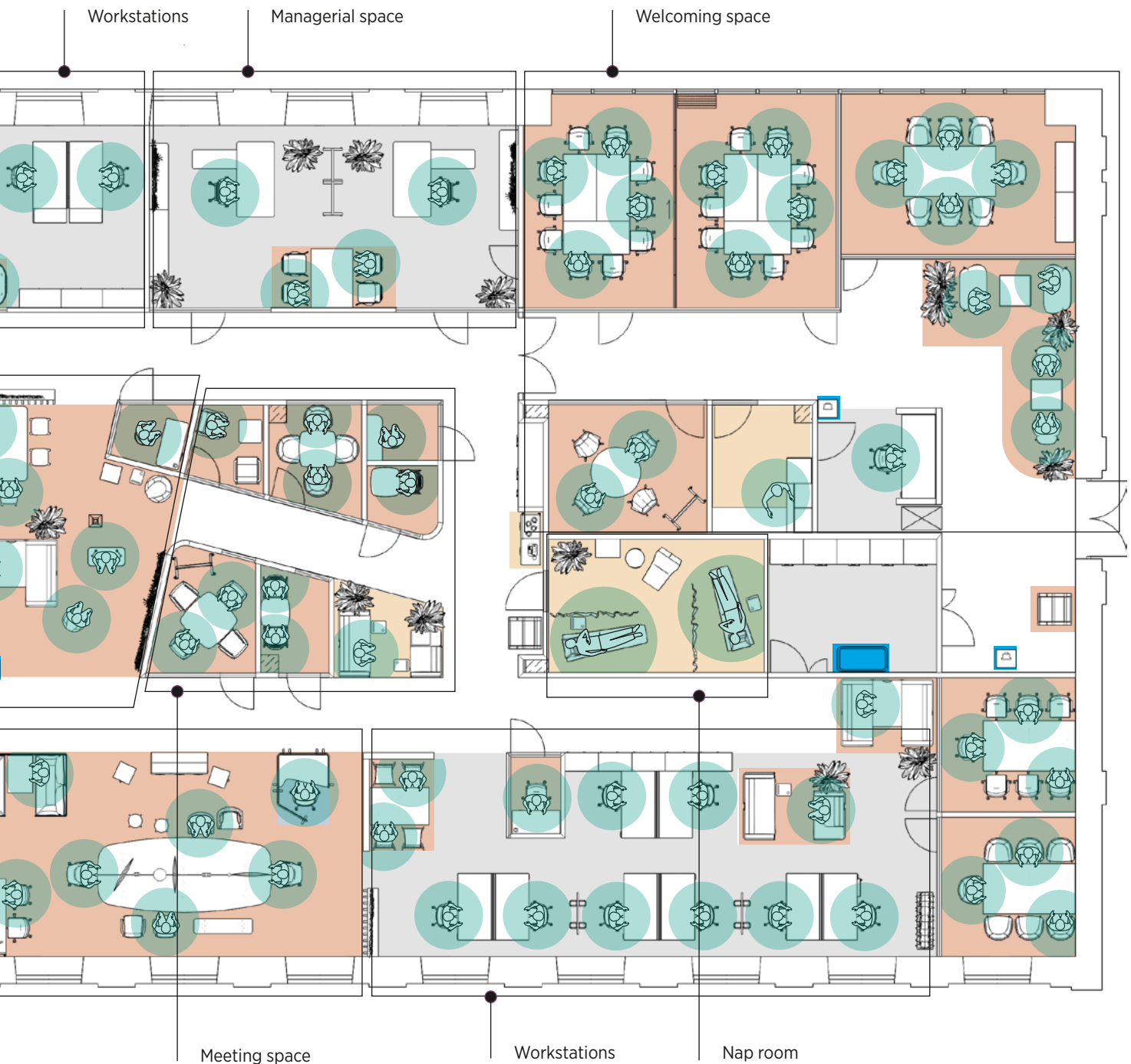
But if you're looking for an immediate solution, if you want to bring your employees safely back to the office, explore our report titled "Welcome back... to the office!". You will find out how to prepare your office before your employees can return safely.





# Communication Hub

Our model of a hybrid office is the answer to many needs and challenges that appear when combining working in the office and remotely. Within it we present a set of solutions, various arrangements and functional concepts, which answer these challenges directly. **Naturally, this is not a plan that can be copied 1:1 and applied immediately without an analysis of how a given organisation operates.** It is rather an inspirational reservoir of possibilities that are available when we adjust space to the needs stemming from the character of a company in a well-thought way. We are convinced that everyone will find something valuable here!



# WELCOMING SPACE

## Host & meet

The entrance zone is an autonomous office, with a reception desk, meeting rooms, separate kitchen or cloakroom. This is how you ensure that visitors do not access the operational part of your office. This is crucial for the employees' safety and comfort, but also for the confidentiality of the data processed in your company.



The entrance zone is where the first impressions are formed. Have a look at it through the eyes of your visitors. Arrange it, so that it can become an independent office ready to welcome each guest. The remaining part of the office space should be accessible only for your employees.





Meeting rooms in the Welcoming space are designed for various encounters with visitors. Folded partition walls make it possible to organise a training for clients or a meeting for a larger group of people. Once you divide the space, you obtain two separate rooms, which can be used not only for meetings, but also as a workspace.

**Products used  
in the visualisation**

**Furniture**  
Convenio

**Chairs**  
Xilium

# MANAGERIAL SPACE

## Manage & decide

In many companies managerial offices are empty most of the time as managers spend hours in meetings and consultations. The hybrid model assumes that employees of all levels can perform administrative tasks from home. When managers come to the office to meet with their colleagues, they often use meeting rooms rather than their own offices.

Sharing a managerial office is not only good as far as effective space planning is concerned. It is also an opportunity for exchanging ideas, learning new perspectives and staying in touch with what is going on in the organisation. These are the advantages of a managerial office designed for two people rather than being specifically assigned to one particular manager. In this arrangement managers from different areas can meet up and exchange ideas, which helps them become aware of what is going on in the organisation as a whole and make the entire company ready to face the necessary changes. Plus, the space itself becomes more flexible - you can book a desk in the office for a specific period of time when needed.



### Do you really need your own managerial office?



*When in 2018 we moved into our new office in Kraków, I decided that the space intended for my private office would be used as a*

*meeting room. The booking priority was with my team so we gained an additional place to work together.*

*Due to the type of tasks I perform and my frequent travel, my office would have been empty for most of the time. Additionally, when working in the office, I prefer to be closer to my team. There is always something to discuss and consult with a larger group.*

*This solution would also work well in the case of a hybrid office. I think that shared managerial offices or booked for specific hours will gain popularity - especially in the case of organisations working partially remotely.*

**Bartosz Karasiński**

Vice President, International Sales Director,  
Nowy Styl, Poland

Remember that your managerial office is more than just a status symbol. This is a place for making key decisions and exchanging information. Book the office when you need it, but try to spend most of your time with your team.





Conference room with priority booking options for the managerial staff. You can enter the conference room from the welcoming space or directly from the individual managerial office.

The meeting room adjacent to the managerial office can be used for formal meetings with important clients or for other managerial purposes.

The table can be used for meetings and ad hoc consultation with other managers.

Movable partition walls are a visual separator when you need more privacy.

Managerial desks do not have to be heavy and bulky. It is good to opt for height adjustable desks, so that you can work in a standing position every now and then. This adjustment option makes it possible to regulate the height of the desk and adapt it to the needs of various users.

**Products used  
in the visualisation**

**Furniture**  
Convenio  
eRange  
MeeThink

**Chairs**  
Xilium  
YouTEAM™

# WORKSTATIONS

## Work & consult

The time of a large open space is a thing of the past now. In the Communication Hub model you will find smaller semi-open spaces. This solution is safer and more comfortable for the users. This assumes desk sharing in this space. Employees who work according to the hybrid set up do not have an assigned workstation. They occupy a vacant desk, the location of which they select depending on the needs of a task to be performed on a given day.

In the Communication Hub model most of the administrative work is done remotely. The office is a place for meetings and teamwork. This means the proportions of office space need to change – there will be fewer traditional workstations and more meeting places and settings that facilitate collaboration.

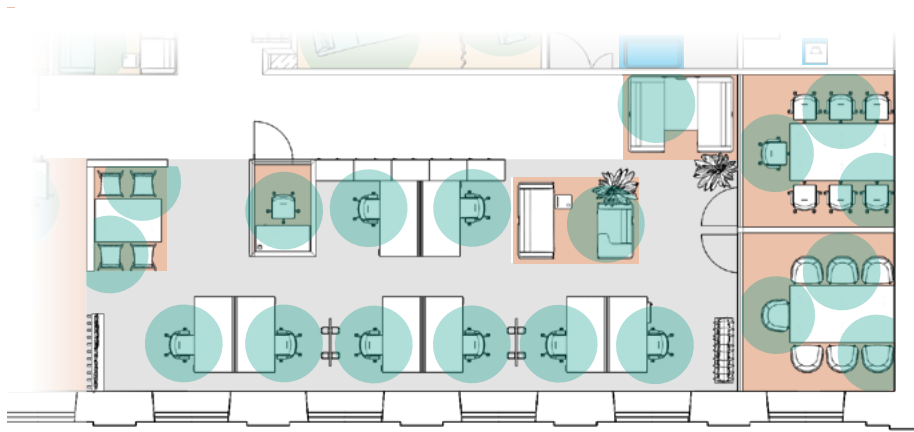


### Products used in the visualisation

Furniture	Chairs	Soft seating
CS5040	Evora	Sand
eModel 2.0	Xilium	Naudu
Xilium Counter	Sileo	Creva Soft (Kusch+Co brand)



The high table can be used for team meetings or ad hoc consultations, but also for individual work.

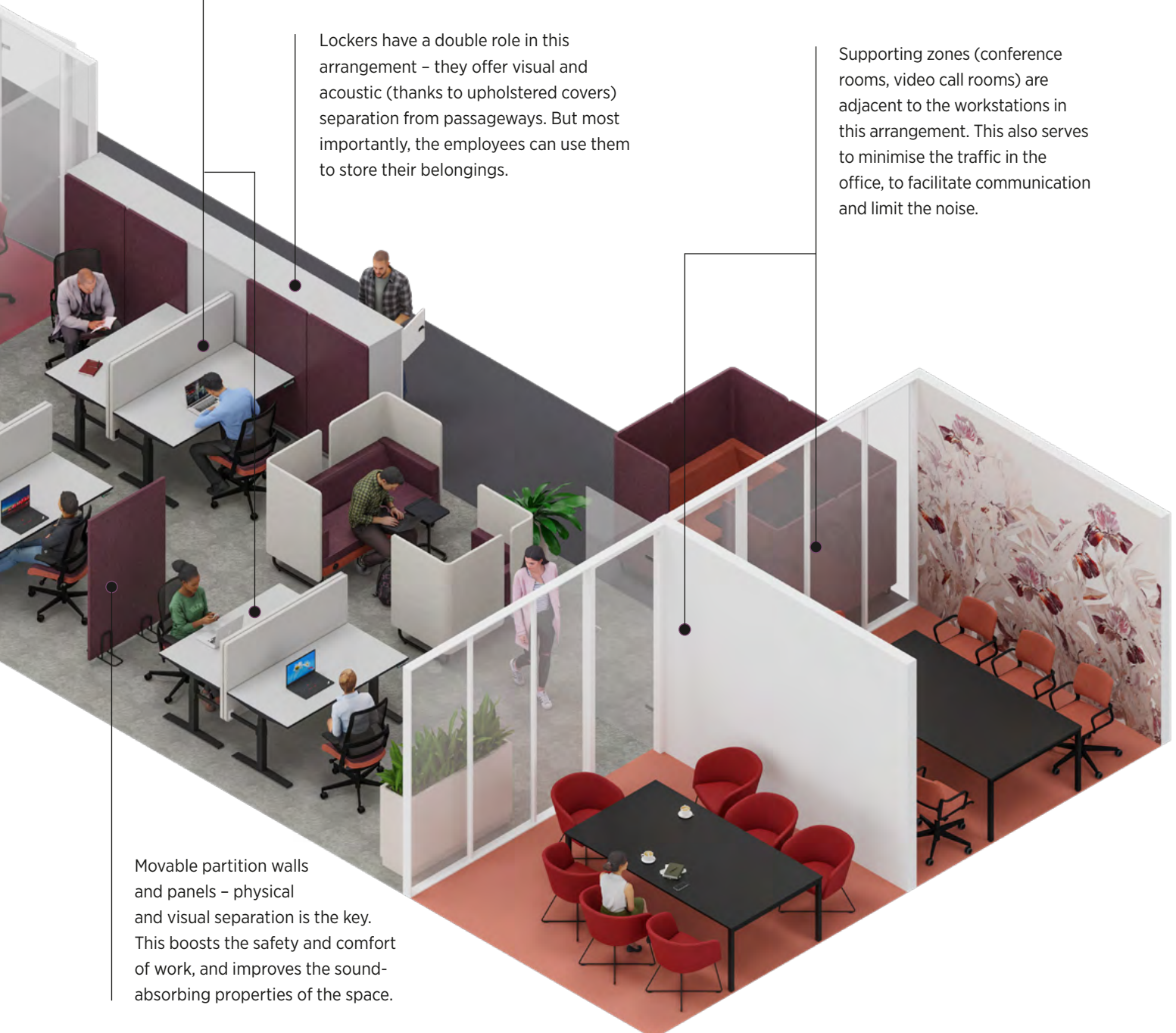


Desk sharing zone for mobile departments

Desk sharing requires furniture that can be adjusted to the needs of different users – this is where adjustable desks and ergonomic chairs come in.

Lockers have a double role in this arrangement – they offer visual and acoustic (thanks to upholstered covers) separation from passageways. But most importantly, the employees can use them to store their belongings.

Supporting zones (conference rooms, video call rooms) are adjacent to the workstations in this arrangement. This also serves to minimise the traffic in the office, to facilitate communication and limit the noise.



Movable partition walls and panels – physical and visual separation is the key. This boosts the safety and comfort of work, and improves the sound-absorbing properties of the space.

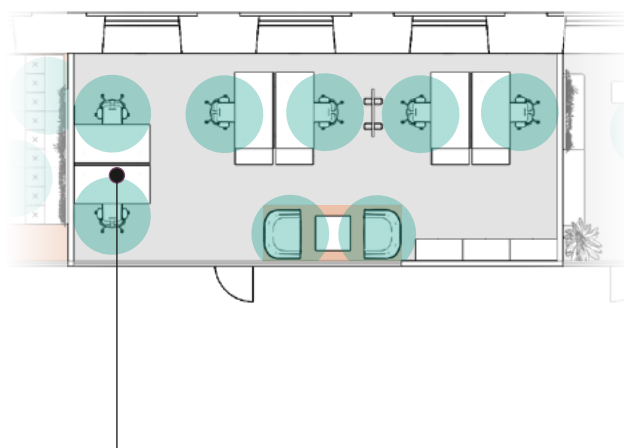


# WORKSTATIONS

## Work & consult

### Multi-person rooms for departments whose work involves confidential data processing

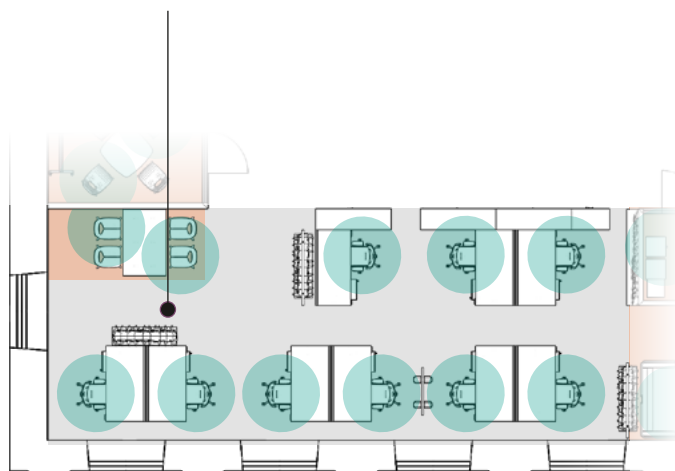
The Communication Hub model consists in connecting working in an office with working remotely. However, there are employees whose work does not allow for this. People working with confidential data, whose tasks require focus, have had multi-person rooms designed with permanently assigned workstations.



In the case of stationary employees, the ergonomics of the workplace is of particular importance. Employees, whose tasks chiefly require individual work, spend most of the day at their desks. Good ergonomics suggests that they have a possibility of changing the position from “sit to stand”. Height adjusted desks create such a possibility. When choosing an office chair it is recommended to make sure that the mechanism used supports active sitting and allows for adjustment to individual needs.

### Semi-open space with personally assigned workstations, designed for the departments whose work is done in the office

Some departments, due to a significant number of documents and materials used for work (e.g. graphic designers, designers, accountants) are located in semi-open spaces with assigned places. Their mobility level is clearly lower than in the case of employees working partially remotely. The model assumes that the users of this space follow a stationary mode, i.e. in the office.



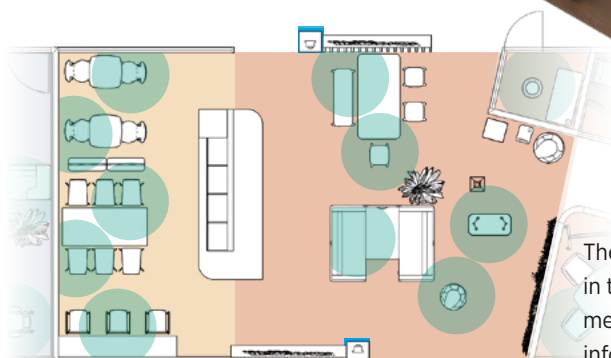
# CAFÉ

## Talk & relax

For safety reasons, it's good to organise several kitchen spaces and coffee points. This is how you limit the unnecessary traffic in the office. The greatest kitchen advantage is its informal atmosphere. A very good option to furnish the kitchen is a set of soft sofas and café chairs. This is how you create a cozy setting where people will happily chill out and have a cup of coffee with their colleagues.



Wooden accessories and natural fabrics will add warmth and cosiness.



The space can be divided in two parts: one for having meals, and the other for informal meetings with coffee.

### Products used in the visualisation

#### Furniture

MeeThink  
Levitare  
Play&Work  
Creva (Kusch+Co brand)

#### Chairs

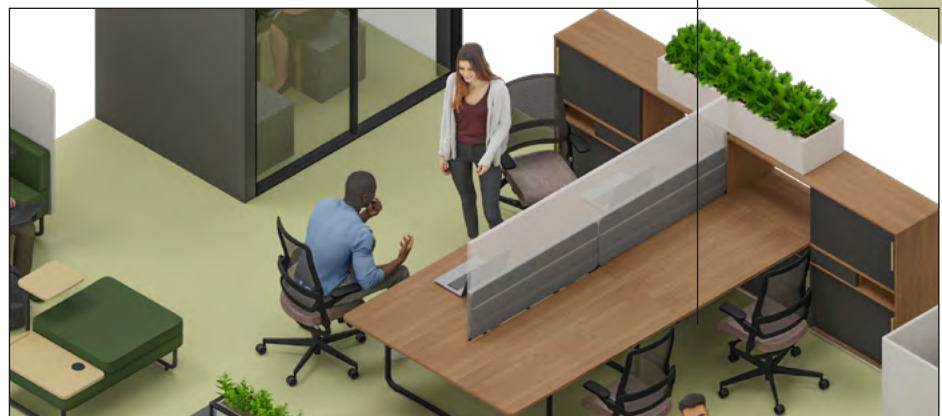
Cafe  
**Soft seating**  
Dotto  
Tapa



# AGILE SPACE

## Collaborate & update

Agile was originally designed as a group of methods for software development. Nowadays, this concept has expanded to include a specific way of thinking, acting and approach to project work. Agile-inspired zones constitute multifunctional space for a project team: flexible furniture solutions mean you can adjust this space to the current needs of its users.



Social table  
with alternative  
workstation feature.

Flexibility rules! Choose mobile furniture, which can be easily rearranged and styled to suit current needs of the users. Forget restrictions: boost the creativity of your team, so they can come up with innovative solutions and dare to think out of the box.

A multifunctional piece of furniture with a dry-wipe board on one side and storage space on the other, so that you can hide away the pouffes when these are not needed. This place is perfect for daily stand-up meetings.



Large project table – the central place for any team meeting and project work. It can also be a great place for individual work. It's enough to shift the movable panels to separate yourself from the rest of the office.



#### Products used in the visualisation

##### Furniture

Play&Work  
Offa  
Creva (Kusch+Co brand)

##### Chairs

Xilium  
Belise  
Hola (Kusch+Co brand)  
Njord (Kusch+Co brand)

##### Soft seating

Teepe  
Lupino (Kusch+Co brand)  
Play&Work

# MEETING SPACE

## Discuss & co-create

The Communication Hub office is a place for meetings and teamwork. It features a series of different meeting rooms. In order to facilitate communication, video tools are available in each of these rooms.



Meeting room furnishing should be light and allow for easy re-arrangement. Pouffes and seatings of various types are well suited for such space, where each meeting participant can move them independently to create an arrangement that is appropriate for given circumstances.

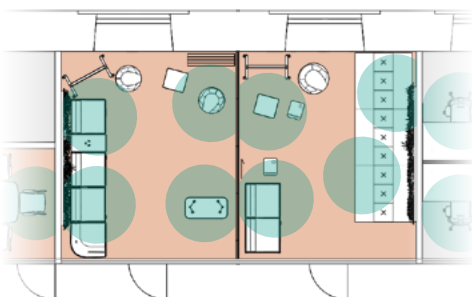


Arrange flexible meeting zones.  
Provide your staff with the tools  
for effective communication  
and teamwork. And then you  
will discover that  $2+2 = 5$ . That's  
the synergy effect achieved!

Plants, nature-inspired colour  
scheme, soft fabrics – all of  
these boost the employees'  
wellbeing. By ensuring an  
informal atmosphere you can  
enhance the participants'  
creativity.



Folded partition walls, soft  
pouffes and armchairs,  
dry-wipe boards – you can  
easily rearrange this space to  
accommodate a specific type  
of meeting.



#### Products used in the visualisation

##### Soft seating

Oxo  
Tepee  
Offa

Dotto  
Tapa  
Play&Work

# MEETING SPACE

## Discuss & co-create

When allowing for remote work in an organisation we should think about a large number of smaller video conferencing rooms. Some employees, but also business partners and customers, will be performing their duties outside the office. The pandemic has resulted in online meetings becoming a very common factor.

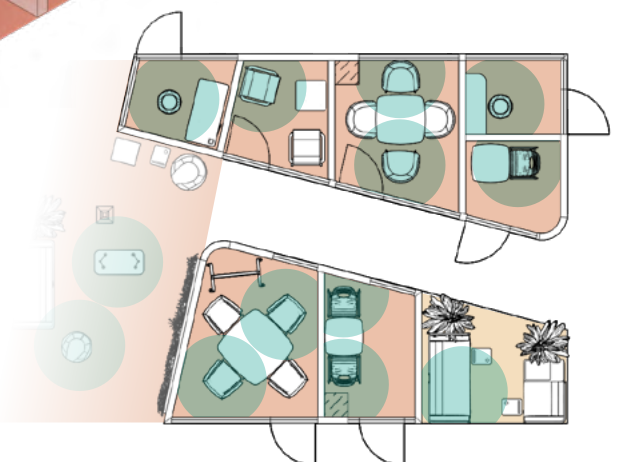
It is important to make space available to employees for video meetings. Such rooms are also used for meetings with a small number of participants. It is worth designing an appropriate number that is adjusted to the needs of a particular organisation.

Coffee point near the meeting places. The two that simply go together: coffee and convo.



### Products used in the visualisation

Furniture	Chairs	Soft seating
eModel 2.0	Tauko	Play&Work
MeeThink	Belise	Hexa
Offa		Naudu
Puzlo		Zone
		Hello!





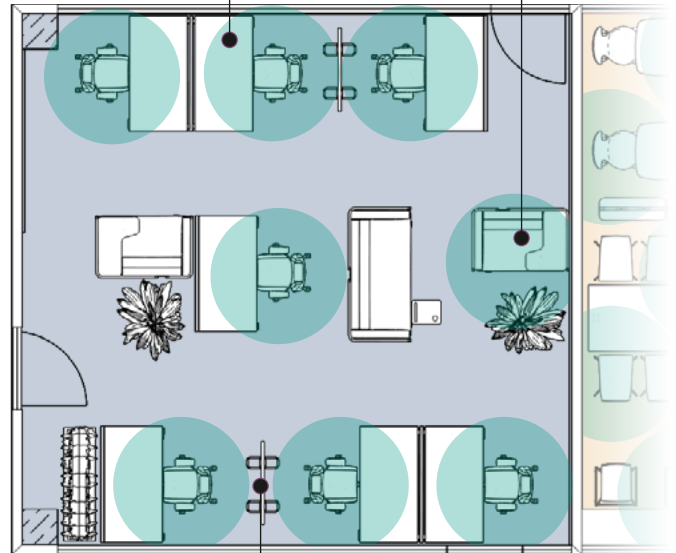
# FOCUS XL

## Concentrate & solve

Sometimes you need to focus on something or analyse a problem, before you discuss it with others. If you need silence, a focus room will be just the place for you. In the Communication Hub model you can have a shared focus room – to make sure you make the most of the available space. It's important to lay down clear rules from the beginning – this is a place of absolute silence and focus.

Ergonomic workstations ensure utmost comfort and prevent distraction.

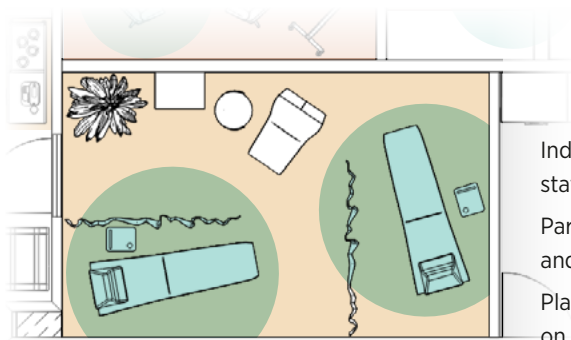
Those who prefer less formal settings can work on a sofa or in an armchair.



Movable partition walls are a visual separator to keep you apart from others and help you focus on the task.

# NAP ROOM

## Calm & rest



Individual nap and relaxation stations.

Partition walls divide the space and offer greater privacy.

Plants have a beneficial effect on the employees.

A VR headset, which will take you to the seaside or jungle, a multimedia ceiling with clouds floating in the sky or water trickling down the wall amidst plants. There are many ideas to arrange the chill-out space. Whatever takes your mind off work and helps you disconnect from excessive stimuli, regenerate and resume your energy is perfect. After such a “mental reset” your mind will open up to brand new ideas and solutions.

### Coffee nap

Have a cup of coffee right before you go to sleep. Caffeine takes 15-20 minutes to kick in. This is the optimum duration of a daytime nap, even light half-sleep will boost your energy level. You will wake up to a brand new start. Regenerated and ready for new challenges.

# How office models have changed?

## FLOOR PLAN BEFORE CHANGES

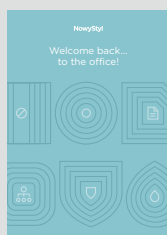


**180 m<sup>2</sup>**

**Communication  
area**

**409 m<sup>2</sup>**

**Administration  
area**



If you want to learn more about how to prepare your office for the return of employees during a pandemic, reach for our report entitled "Welcome back... to the office!"

<https://nowstyl.com/en/knowledge/reports/>

## COMMUNICATION HUB



**336 m<sup>2</sup>**

**Communication  
area**

**219 m<sup>2</sup>**

**Administration  
area**

There is no doubt that an office will still be needed after the pandemic. How will the use of space change? Of course, it depends on the specific organization. Our Communication Hub office is changing significantly compared to the office before the pandemic, which can be seen in the summary table. The most characteristic feature in this case will be the fact that, in relation to the office plan before changes, the communication area has increased by as much as **87%**, and the administration area has decreased by approx. **46%**.

The table specifies statistics for particular solutions: an office before the corona crises, two propositions for an office during the pandemic (A – excluding some workplaces and B – rearranging the office, see p. 5) and the Communication Hub, i.e. our proposition of a future office. More information on the initial layout and scenarios A and B is to be found in our report entitled [“Welcome back... to the office!”](#).

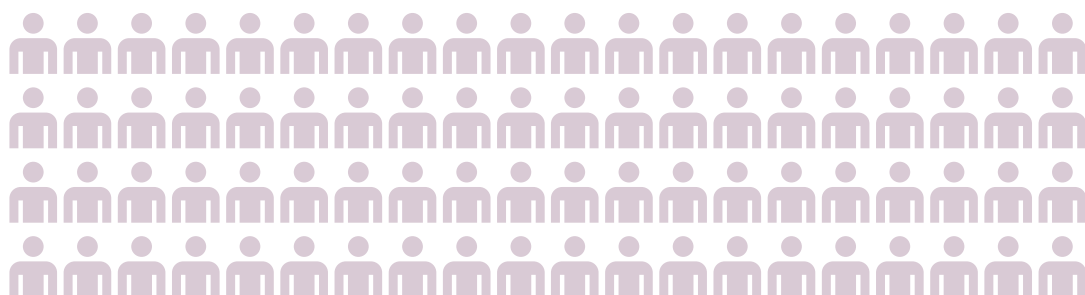
When changing the organisation of work in a hybrid office it is necessary to draw attention to include two types of workspaces: **individual** space aimed at working more than 4 hours at the desk and **alternative**, multi-functional desks which can be used as temporary individual work stations or provide meeting or quick consultations spaces.

Area of the office: <b>914 m<sup>2</sup></b>		FLOOR PLAN BEFORE CHANGES	SCENARIO A: Locking out some of the workstations	SCENARIO B: New layout of workstations	SCENARIO C: Communication Hub	
					With epidemic restrictions	Without epidemic restrictions
Number of available workstations:	individual	82	55	78	26	
	alternative	-	-	-	25	34
Number of available seats in meeting rooms		36	13	23	46	93
Number of remaining available meeting places		39	21	26	27	61
Acceptable number of people in the kitchen		26	9	11	6	15
Number of available seats in chillout zones		11	5	2	3	6



# 120

The maximum number of people that can be in the Communication Hub, during epidemic restrictions.





# We are here for you!

## External consultants' support

So far we have helped to arrange thousands of offices around the world. Every day our experts in numerous fields – from designers and constructors developing comfortable, convenient products that will protect your health, to workplace specialists who research working conditions and employee satisfaction – talk to clients, listen to their needs and then analyse them. This is how we chose the best solutions and then developed comprehensive projects to support our clients in the process of office change management. At the end of such projects, we observe together with our clients how a new office increases the employees' comfort and satisfaction, thus releasing their potential.

- Local structures
- Production plants

Austria  
Belgium  
Czechia  
Denmark  
France  
Germany  
United Kingdom  
Hungary  
Kazakhstan  
Middle East  
Poland  
Romania  
Russia  
Slovakia  
Spain  
Switzerland  
The Netherlands  
Turkey  
Ukraine



We supply products all over the world, with the coverage of **all the EMEA region**



### **Feel free to contact us**

Our commercial 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.

**[consulting@nowystyl.com](mailto:consulting@nowystyl.com)**

