



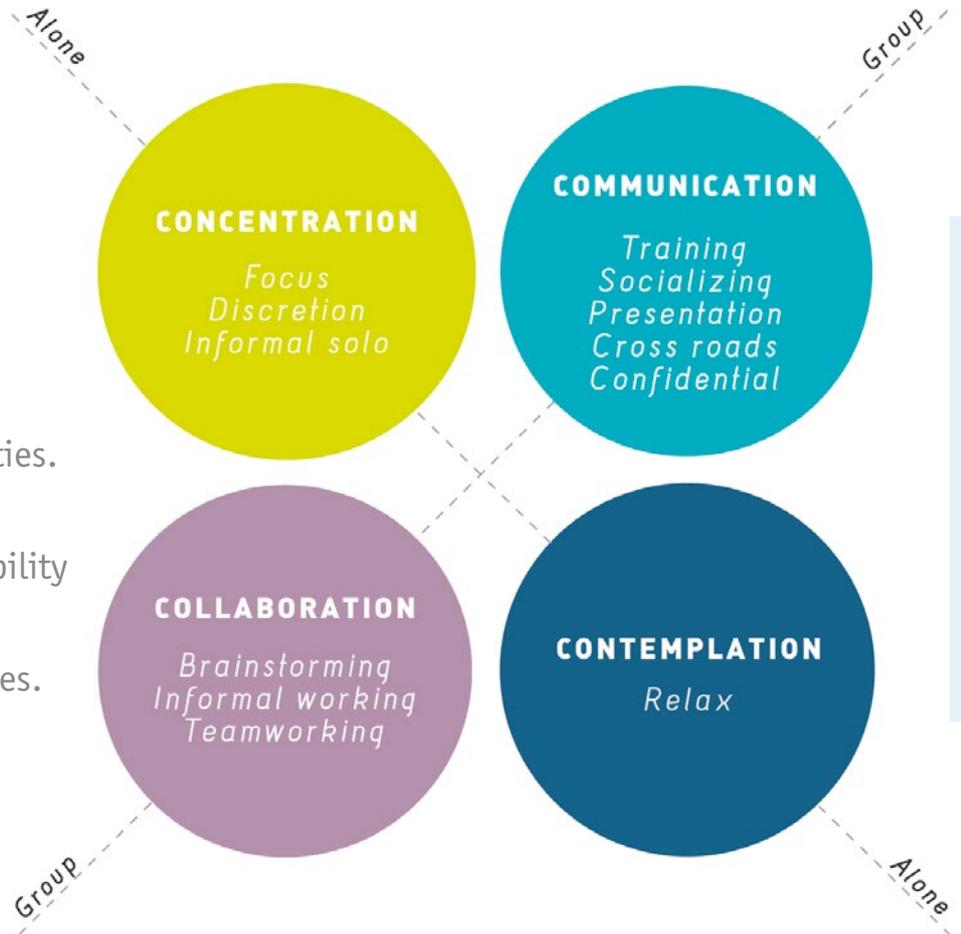
sedus

How can we help
create future
office solutions
which enhance
people's wellbeing,
happiness and
collaboration?

WORKING IN "C"

In the modern office, the work flow includes both individual tasks and group activities.

The success of new working environments depends on their ability to handle the four C factors, which consist of twelve modalities.



In cooperation with the Politecnico Milano and various multinational companies from a number of industries, Sedus initiated the study “Freedom at Work”. The aim of the investigation was to explore new working methods in the modern office and future developments and trends.

Based on these new findings, it is possible to organise new working environments by how they comply with the four “C” working requirements: Concentration, Contemplation, Communication and Collaboration.

The first two requirements apply to individual tasks, whereas the last two concern group activities. Twelve new working forms have been explored in these four categories.

An essential insight of the research reveals the importance of understanding the human needs related to the different working modalities. Considering these requirements during the design process can contribute in a substantial way to increase the acceptance of the working environment, hence ensure efficient use of space and enhance well-being.

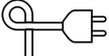
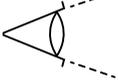
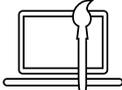
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INFORMAL SOLO

concentration



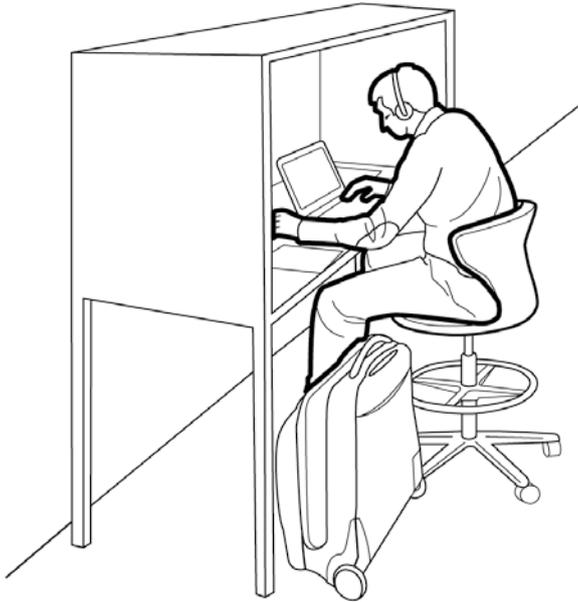
These are moments when people move away from their desk but continue to work in a more informal way. This is similar to “concentration” but with less emphasis on isolation from others; the possibility of interacting while sharing the same space with colleagues who are working as well is kept open.

PRIMARY NEEDS	 INFORMAL SEATING	 LEANING	 WI-FI	
DESIRABLE	 COMFORT	 POWER	 WORK SURFACE	 OPEN VIEW
	 COFFEE			
ADDED VALUE	 DESIGN LOOK & FEEL	 NATURAL TOUCH	 COZY FEEL	

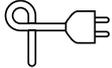
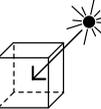
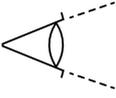
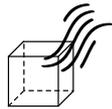
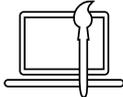


FOCUS

concentration



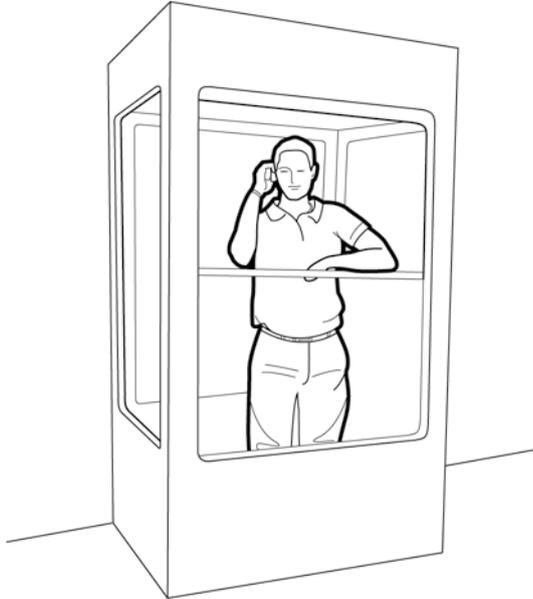
Even highly collaborative offices need spaces where people have to focus in order to carry out specific tasks. Employees spend half their time in this way. The research shows that creating the right “distance” between the employee(s) concerned and other staff is a method of enabling concentration.

PRIMARY NEEDS	 ACOUSTIC ISOLATION	 SOUND ABSORPTION	 DO NOT DISTURB	 COMFORT
	 LIGHT	 WI-FI	 POWER	
DESIRABLE	 NATURAL LIGHT	 OPEN VIEW	 NATURAL AIR	 PROTECTION
ADDED VALUE	 DESIGN LOOK & FEEL	 SOFT & WARM		

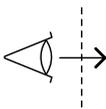
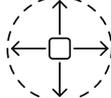
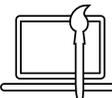


DISCRETION

concentration



Every now and then, it is possible that employees will need a moment when a maximum level of discretion is called for. The typical “phone booth” situation that this entails is not favoured among employees; it leads to a perception that the employee is using office time to deal with personal matters whereby the dimensions of such a space do not allow it to be used for tasks that require a maximum level of concentration.

PRIMARY NEEDS	 ACOUSTIC ISOLATION			
DESIRABLE	 SEMI-TRANSPARENT	 RIGHT DIMENSION	 EASY ACCESS	
ADDED VALUE	 LOW COST	 FLEXIBILITY IN SPACE	 MULTI-FUNCTIONAL	 DESIGN LOOK & FEEL

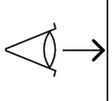
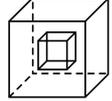
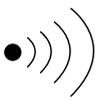
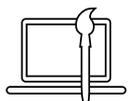
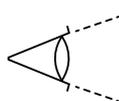
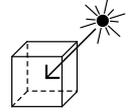


RELAXATION

contemplation



As work style and lifestyle merge into one another, the need for places to relax increases. These areas allow employees to stop working for a while and then return to their work feeling regenerated and refreshed. In the clusters referred to in this research, relaxation areas are considered for individuals only (those for groups are part of the “socialising” modalities).

PRIMARY NEEDS	 INFORMAL SEATING	 COMFORT		
DESIRABLE	 ACOUSTIC ISOLATION	 VISUAL ISOLATION	 BOX IN A BOX	 WI-FI
	 COFFEE	 FREE-OCCUPIED	 SOFT & WARM	
ADDED VALUE	 DESIGN LOOK & FEEL	 NATURAL TOUCH	 OPEN VIEW	 MUSIC
	 AMBIENT LIGHTING	 NATURAL LIGHT		

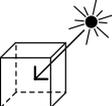
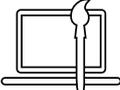


SOCIALISING

communication



Employees look for opportunities to stay together, reinforce team feeling or share knowledge in a very informal and unplanned way. Canteens as well as rooms for relaxation are the meeting points where all this happens. Food and beverages are often available, while a “touch of nature” added to the space makes people more at ease.

PRIMARY NEEDS	 RIGHT DIMENSION	 LEANING	 LIGHT	 COMFORT
	 COZY FEEL			
DESIRABLE	 COFFEE	 WORLD WINDOW	 NATURAL LIGHT	 NATURAL AIR
	 GAMES & TOYS			
ADDED VALUE	 DESIGN LOOK & FEEL	 NATURAL TOUCH		



CROSSROADS

communication



There are spaces in the office which enhance spontaneous interaction between people. They are characterised by the presence of a “centre of gravity” such as a coffee maker, a photocopying machine or similar “auxiliary functional devices”. These spaces have been called “crossroads” because of the way they work: employees go there for a specific reason, then stay for “unexpected” meetings, which are often about work topics.

PRIMARY NEEDS	 RIGHT DIMENSION	 LEANING	 EASY ACCESS	
DESIRABLE	 COFFEE	 WORK SURFACE		
ADDED VALUE	 MULTI-FUNCTIONAL	 LOW COST	 WALL WRITING	

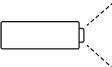
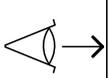
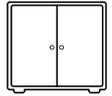
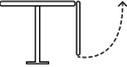


TRAINING

communication



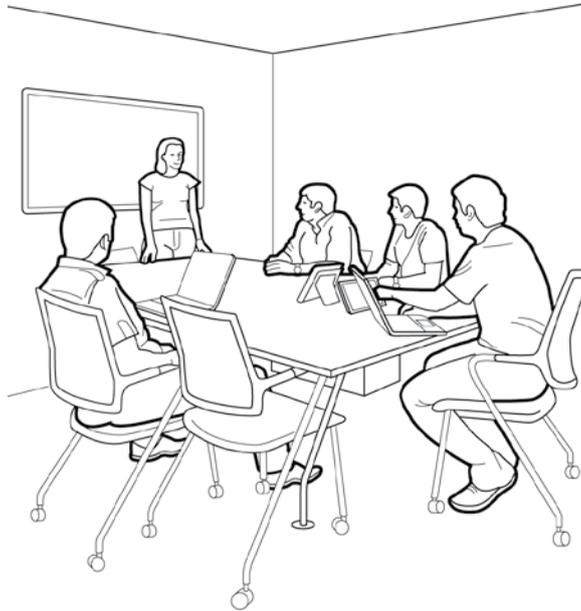
Training refers to all situations in which knowledge sharing takes place formally. Even though training facilities need special tools and equipment, the research shows that the old “frontal” mode of teaching still exists in innovative offices.

PRIMARY NEEDS	 BEAMER	 WRITING BOARD	 DESK & CHAIR	 ACOUSTIC ISOLATION
	 VISUAL ISOLATION	 WI-FI		
DESIRABLE	 CABINET	 SOUND	 CONVERTIBLE	
ADDED VALUE	 RIGHT DIMENSION	 LOW COST	 COMFORT	

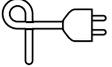
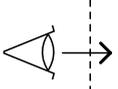
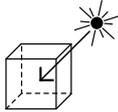


PRESENTATION

communication



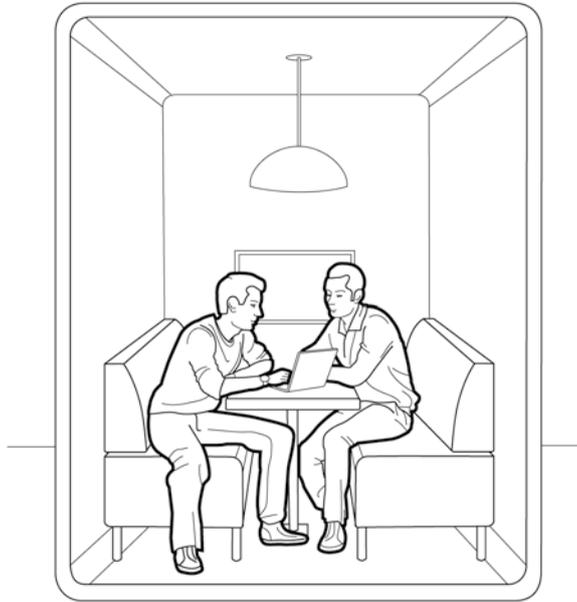
This modality covers all forms of meetings that are arranged in order to convey information to others by means of “presentations”. The research shows that, there are many types of space that are used for this purpose, in addition to the traditional meeting room (formal, especially used for clients and for all meetings which call for a certain degree of isolation and confidentiality), based on the idea of public space.

PRIMARY NEEDS	 ACOUSTIC ISOLATION	 MEETING TABLE	 WI-FI	 POWER
	 BEAMER	 WRITING BOARD	 AIR	 LIGHT
DESIRABLE	 TRANSPARENCY	 SOUND	 NATURAL LIGHT	 COMFORT
ADDED VALUE	 DESIGN LOOK & FEEL	 MULTI-FUNCTIONAL		

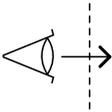
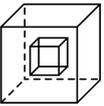
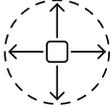
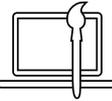


CONFIDENTIAL

communication



Equivalent to “discretion” but for two or three people; the confidential modality is a collection of all modalities in which a few people need privacy to discuss sensitive topics. Usually these topics are related to work (not private). Employees therefore do not hesitate to use “boxes” specifically made for this purpose.

PRIMARY NEEDS	 ACOUSTIC ISOLATION	 SEATING	 LIGHT	
DESIRABLE	 TRANSPARENCY	 RIGHT DIMENSION	 TABLE	 EASY ACCESS
	 COMFORT	 BOX IN A BOX		
ADDED VALUE	 FLEXIBILITY IN SPACE	 MULTI-FUNCTIONAL	 DESIGN LOOK & FEEL	 SOFT & WARM

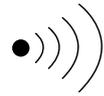
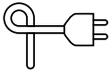
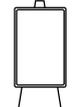
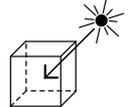
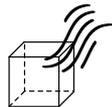
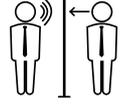
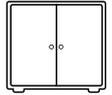
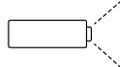


TEAM WORKING

collaboration



Once performed exclusively at desks or on benches, team work is now becoming more flexible. For this modality, a variety of spaces could be suitable. When a project team is temporary or works as a self-sufficient unit, the settings for this working modality must include facilities that make team activities easier and also enable individuals to carry out specific tasks.

PRIMARY NEEDS	 WORK SURFACE	 OFFICE CHAIR	 WI-FI	 POWER
	 LIGHT	 AIR	 COMFORT	
DESIRABLE	 WRITING BOARD	 NATURAL LIGHT	 NATURAL AIR	 HEAR/SEE BARRIER
	 CABINET			
ADDED VALUE	 BEAMER	 MOBILE FURNITURE	 DESIGN LOOK & FEEL	 COFFEE

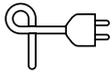
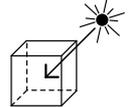
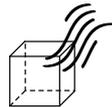
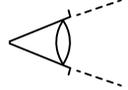
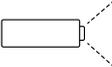
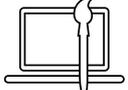


BRAINSTORMING

collaboration



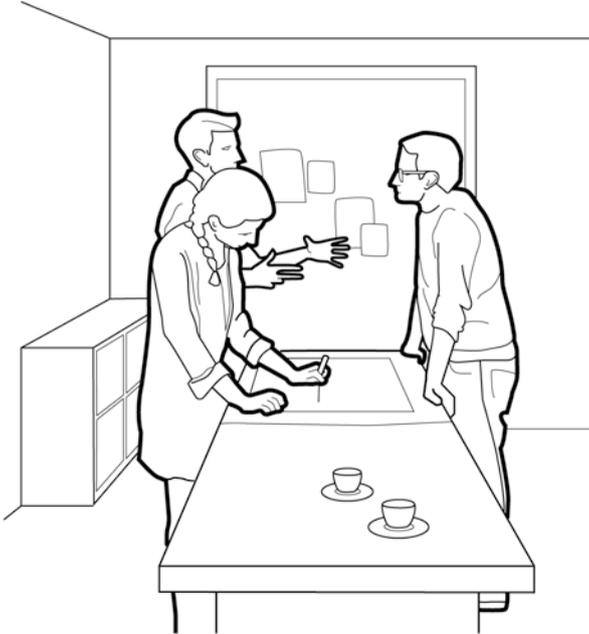
Many companies have special designated rooms that help people express their creativity, boost innovation and be more efficient when working on projects. The brainstorming modality covers all these temporary modes of working and necessitates the provision of a physical space plus equipment and furniture.

PRIMARY NEEDS	 WORK SURFACE	 WRITING BOARD	 RIGHT DIMENSION	 WI-FI
	 POWER	 LIGHT		
DESIRABLE	 WALL WRITING	 NATURAL LIGHT	 NATURAL AIR	 OPEN VIEW
	 INFORMAL SEATING	 MOBILE FURNITURE		
ADDED VALUE	 BEAMER	 DESIGN LOOK & FEEL	 COFFEE	

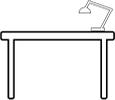
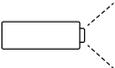
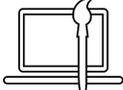


INFORMAL WORKING

collaboration



New models of work allow people to work together away from their personal desks. People gather in office areas where they can interact less formally. The research has proven that collaboration and communication are easier if they are informal.

PRIMARY NEEDS	 SEATING	 LEANING	 WI-FI	
DESIRABLE	 TABLE	 WRITING BOARD	 COMFORT	 INFORMAL SEATING
	 WORLD WINDOW			
ADDED VALUE	 BEAMER	 MOBILE FURNITURE	 DESIGN LOOK & FEEL	 COFFEE





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