

A woman with long dark hair, wearing a light pink blazer over a white lace-trimmed top, is sitting at a desk. She is smiling and talking on a mobile phone held to her ear. In front of her is a silver laptop. The background is slightly blurred, showing green foliage and a window. The overall image has a dark, semi-transparent overlay.

# ACTIVITY BASED WORKPLACE

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Presented by Alison McIlveen & Jenny Kerr  
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# TODAY'S LEARNING OBJECTIVES



Key features of the environment – including the micro environments



'What to do where' location and activity



What are the risks and how to mitigate them



Making the ABW work for you – how to get the most out of it!



Introduce the key equipment that will be used in the ABW environment.



An orange speech bubble with a white outline and a tail pointing towards the bottom-left corner. The text is centered within the bubble.

**FREE TO  
WORK WHERE  
YOU WANT**

# KEY FEATURES OF AN ABW



Allows for flexibility and choice



Improvement of productivity – less distractions



Greater opportunities to collaborate with colleagues



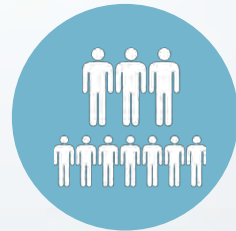
Capacity for increased mobility and postural variation



Facilitates purposeful activity



Fosters variety in the office environment



Opportunity to widen one's network within a team, branch, directorate etc.



# WORKSTATIONS

## WHAT DOES THIS AREA FACILITATE?



Laptop based tasks – variation



Phone work in addition to laptop activity



Short interactions with colleagues



# MEETING ROOMS

## WHAT DOES THIS AREA FACILITATE?



Formal meetings



Tele and video conferencing



Phone calls & discussion requiring privacy



# HAVENS

## WHAT DOES THIS AREA FACILITATE?



Informal meetings



Conversations like one-on-one management and performance.



Phone calls requiring privacy



# QUIET AREA

## WHAT DOES THIS AREA FACILITATE?



Independent work i.e. reading and report writing requiring concentration and focus. An indicator not to disturb.





# TOUCH DOWN SPACES

## WHAT DOES THIS AREA FACILITATE?



Laptop work when passing through the office, between meetings or whilst waiting for a workstation to become available.



# PROJECT ROOMS

## WHAT DOES THIS AREA FACILITATE?



Lead up work for extended durations, may need executive approval, given timeframes.



# JUMP SPACE & BREAKOUTS

## WHAT DOES THIS AREA FACILITATE?



Areas for collaborative work and informal meetings in a comfortable and casual setting i.e. read, collaborate and chat!



Areas for meals, social interaction and break time.



# KEY RISKS IN AN ABW

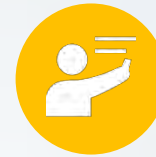
Not utilising the potential



Not investing time in appropriate adjustments for individual needs



Not transitioning work behaviours to the new environment, equipment and technology.



Not understanding the ABW etiquette and practice



How the change is managed within an organisation.



# SOLUTIONS & STRATEGIES TO MITIGATE RISKS



Learn and understand what the environment enables and fosters



Commit to making the required adjustments for safe work practices and postures.



Be open to new ways of working to maximise the potential of the ABW environment, equipment, technology and;



Be informed and request information where gaps are evident.

KEY  
RISKS





# EQUIPMENT IN THE ABW ENVIRONMENT

# WORKSTATIONS



Electric adjustment with a digital display



Height range 650mm - 1300mm



Scalloped insitu for cables



# CHAIR - LEAP



Adjustable seat height, seat depth, lumbar support with a recline function





# FLOW MODULAR MONITOR ARM



Centre post



457mm of reach and 341mm of vertical height adjustment



Existing monitors will be used



# NOTEBOOK – HP ELITEBOOK 850



This Notebook has a 15.6” screen which makes it suitable as an alternative to a dual monitor. It is powerful and lightweight and should meet the processing and performance needs of all staff in the division.



# NOTEBOOK – HP ELITEBOOK REVOLVE 810



This is a small Notebook (11.6" screen) which is light and highly portable. It may not be suitable for sustained periods of use without connecting to a monitor and keyboard, and could not be used as an alternative to a dual monitor.



# WORKSTATIONS



Workstations in the new environment will each be fitted with a docking station, monitor, keyboard and mouse, and by simply connecting your Notebook to the docking station you will be automatically connected to this equipment.



# STORAGE / LOCKERS



# SUMMARY & CONCLUSIONS

**Capability** to implement evidence based best practice i.e. agile and mobile workforce



It's about the **right space** for the specific task to improve **productivity**

**Know and understand** the potential of the work environment to maximise the utilisation and benefit



An ABW environment provides **flexibility, empowerment and freedom**

**ANY QUESTIONS?**

