

# How to create the perfect office environment!

Blog

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**written by Lianne Mason (Associate CIPD), HR/People Manager**

In today's fast-paced world, a successful office environment isn't just about meeting deadlines and achieving targets. It's about fostering a space where employees can thrive, collaborate and feel motivated every day. At TAB, we've carefully crafted an office environment that promotes productivity, creativity and well-being. In this blog, we'll share our winning recipe for a successful office environment, based on our experience and some additional tips.

## **A clean and comfortable environment:**

At the heart of a productive office is cleanliness and comfort. Employees need a tidy, organised workspace to think clearly and focus. We provide our employees with clean and customisable desks. Plus, we understand that one size doesn't fit all, so we offer standing desks, ergonomic chairs and quiet rooms for those who need a change of scenery or a moment of peace. Remember, a tidy desk truly does lead to a tidy mind!

We believe it's also important to let your employees have the freedom to design and customise their desk to their personal preference and personality. Not only does this start conversations between colleagues, but also relaxes and encourages work due to their environment being tailored to them.

## **Whole company training sessions and activities:**

Continuous learning and personal development are essential for employee growth. At TAB, we hold regular in-house training sessions on various topics. These sessions not only expand our knowledge but also facilitate open discussions between employees and management. It's a win-win situation that fosters a culture of learning and improvement.

We switch between internally led training sessions for departments to explain upcoming events and products, as well as paying for external bodies to come in and train our staff, past training has included financial advice, sustainable living and charity events.

We also offer professional development opportunities for employees which includes professional exams like the ACA and the IMC.

## **Open plan office:**

Our modern, open-plan office layout is designed to encourage collaboration and build strong relationships between teams and management. This setup allows employees to move around freely, fostering a dynamic and flexible work environment. We have found the synergy created within our open office space is a vital ingredient for success.

## **Office music:**

Music can be a powerful motivator. According to our internal survey, a whopping 91% of our employees reported increased productivity when music played in the office. Our diverse music choices not only make the workplace more enjoyable but also serve as a conversation starter among employees. A little desk dance or a chat about a favourite song can go a long way in boosting morale and connectivity.

Furthermore, a bit of atmosphere promotes conversations at work which as mentioned is good for staff morale, but also for asking questions and learning. If it is so quiet in the office that you can hear a pin drop, people will shy away from asking questions as they fear people are listening in to them.

## **Chef prepared meals:**

A well fed team is a happy and productive team. TAB offers an exceptional perk, our in-house chefs, who prepare nutritious breakfasts, lunches and afternoon snacks. Having a menu shared in advance helps our employees plan their meals, eliminating the stress of packing lunches and saving them money. A full stomach means better focus and energy throughout the day.

## **Flexibility and work life balance:**

In today's world, a work-life balance is crucial. At TAB we encourage flexible work hours or remote work when feasible. It shows trust in your employees and promotes their well-being. A balanced life outside of work positively impacts their performance when they're in the office.

## **Regular feedback and recognition:**

Don't underestimate the power of feedback and recognition. Provide constructive feedback regularly, acknowledging employees' efforts and achievements. Recognising and rewarding their hard work creates a positive atmosphere that motivates everyone to do their best.

We use OfficeVibe as a tool to survey our employees, as we understand the importance of a two way feedback system.

We have also introduced a points based system called "Juno" used to incentivise and reward employees where we send points to others for good work, which in turn can be spent on a wide range of products, courses and activities. We use these points as incentives for employees, it is a excellent way of rewarding staff. Ultimately they get to choose what they buy which eliminates the risk of getting something they don't want.

## **Employee involvement and decision making:**

Involve employees in decision-making processes whenever possible. This not only makes them feel valued, but also taps into their diverse perspectives, leading to better decisions and a more inclusive workplace. Our TAB employees all have varied backgrounds and interests outside of their department knowledge.

## **Wellness initiatives:**

Prioritise employee wellness by offering programs such as yoga classes, meditation sessions, or mental health support. A healthy and happy workforce is more engaged and productive. TAB are currently looking into a number of companies who offer corporate and workplace packages that put wellness first for your employees. We are specifically looking at office massages, yoga and meditation packages.

## **Sustainability and green initiatives:**

Consider eco-friendly practices in your office environment. Recycling programs, energy-efficient lighting and sustainable materials not only reduce your carbon footprint but also show that you care about the planet and your employees' health. At TAB we invested in multiple water coolers and provided staff with metal water bottles, with the aim to eliminate single use plastics at work.

In conclusion, a successful office environment is a mix of tangible and intangible elements that prioritise employee well-being, productivity and growth. At TAB, we've discovered that a clean, comfortable and engaging workspace, along with a few extra perks, can make all the difference. So, why not try incorporating some of these practices into your office environment and watch your team thrive.

Comment below on what you offer your staff!

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