

Hybrid Workplace Design

eBook



Table of Contents

PAGE 3

Hybrid workplace design

PAGE 4

The three types of hybrid work scenarios

PAGE 5

The corporate shift to the hybrid work model

PAGE 6

Benefits of the Work-From-Home (WFH) work scenario

PAGE 7

Challenges of the WFH work scenario

PAGE 8

The work-from-home setup

PAGE 9

Benefits of the work from anywhere scenario

PAGE 10

Challenges of the work-from-anywhere scenario

PAGE 11

The vital aspects of an effective portable workspace

PAGE 12

Benefits of the in-office work scenario

PAGE 13

Challenges of the in-office work scenario

PAGE 14

The in-office personal workspace setup

PAGE 15

Getting the formula just right

PAGE 16

Make the ultimate hybrid workplace

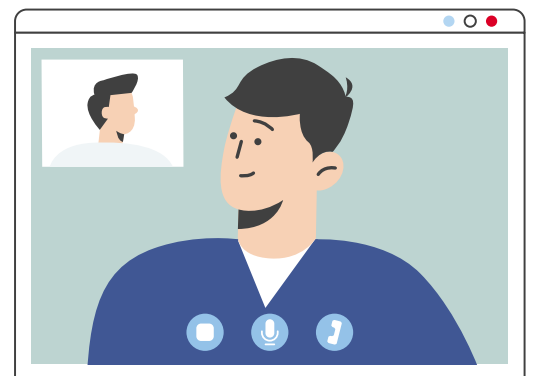
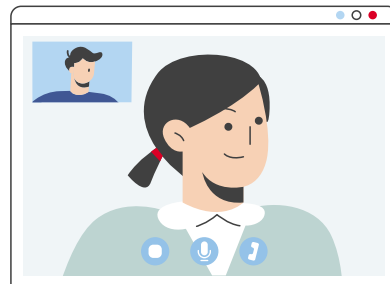
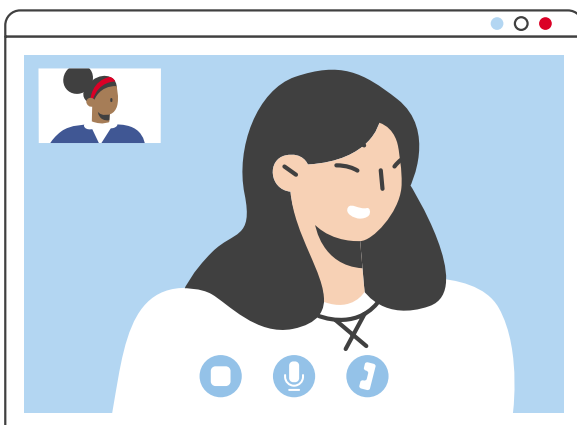
Hybrid Workplace Design

A couple of years ago, few expected the hybrid work model to be a permanent fixture of doing business, but the corporate reality we're looking at today is very different from what it used to be.

ViewSonic, with decades-long experience in visual solutions, has been accompanying businesses of all sizes, from all over the world, with their transition to hybrid work. In doing so, we've gathered first-hand insights regarding the needs expressed at both the individual and corporate levels and developed solutions that directly respond to these new requirements.

This e-book encapsulates our core insights on how to create a hybrid workplace that reaches a balance between in-office and remote work for maximum productivity and employee satisfaction.

A hybrid workplace combines working in three different types of places: The home, the office, and anywhere else. By giving employees the freedom to choose where they work, their well-being is improved through added convenience, simplicity, and comfort.



“

A hybrid workplace combines working in three different types of places: The home, the office, and anywhere else.”

”

The Three Types of Hybrid Work Scenarios

A hybrid workplace can help keep employees both motivated and productive while reducing some of the business costs. A successful hybrid workplace should demonstrate that all employees feel connected and included across all work scenarios.

There are three general types of hybrid work scenarios:

1

Work from home

2

Work from the office

3

Work from anywhere

For a smooth transition to hybrid work, company leadership should consider the following decisions:

- ◆ Will upper management or the employee themselves choose their work environment?
- ◆ Should the model be office-first, or remote-first?
- ◆ Out of the workweek, how many days should be dedicated to in-office work versus at-home work?

It's important to first have a grounded structure combined with realistic expectations and space for adjustments and feedback. Rushing into a hasty implementation would be a mistake.



The Corporate Shift to the Hybrid Work Model

Hybrid work is rapidly becoming ubiquitous to support the well-being and productivity of employees. According to the **Forrester survey**, this employee-centric strategy is key:

- ◆ 90% of organizations utilize hybrid work scenario technology in some form or another
- ◆ 85% of respondents said they've prioritized tech investments
- ◆ 60% said they've provided or funded hardware as part of in-office and remote setups
- ◆ 52% of global knowledge workers prefer having the choice to work from home

While the hybrid work model was a reactive response to COVID-19, its proven effectiveness means it's become a proactive strategy for businesses to incorporate.

A big advantage of the hybrid workplace is that it helps improve employee retention and creates an increased pool of talented candidates.

Many employees are seeking more mobility and flexibility, and a hybrid workplace allows for a working style accommodating to accountability and freedom. Your workspace, your way.

“

Today, 90% of organizations utilize hybrid workspace technology in some form or another.”

”



Benefits of the Work-from-home (WFH) Work Scenario

With the WFH scenario come a variety of benefits for employees:



Flexibility

Your employees can work on their own schedule at home. People tend to vary in how productive they are throughout the day — some have bursts of energy in the morning, others in the afternoon, and some come alive in the evening. Employees also have more freedom to take care of personal tasks and the ability to experiment with their daily routine.



Comfort

Home workplaces can be customized to your employees' exact specifications. Maybe they like working by a certain window, in a certain light and in their favorite chair.



No commute

Having more time can be used on rest and growth, both of which directly contribute to having more energy and satisfaction each day. A lessened carbon footprint is another big plus.



Challenges of the WFH Work Scenario

There are several challenges you can expect when designing a work-from-home scenario:



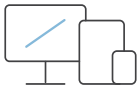
Distractions

If there are other people in the house, especially if they consistently require your employees' attention, it could interrupt the thought processes. So could pets, social media or smartphones.



Technology

Without the right tech solutions, it may be difficult to keep up with work. Necessities such as monitors, speakers, microphones and critical software (plus the ability to put all these together) are vital.



Lack of Dedicated Workspace/Setup

In an office, this is taken care of. But if when videoconferencing from home, your employees will need an area with the right lighting and background.



Physical Issues

Headaches, back pain, neck stiffness and eye strain can all result from working in a non-ergonomic environment.



Lack of Stable Internet Connection

An unstable Wi-Fi can disrupt communication and workflow, cause videoconferencing delays, decrease efficiency, and increase stress for employees and their team members. It's also important to make sure that the Wi-Fi connection is secure and protected.

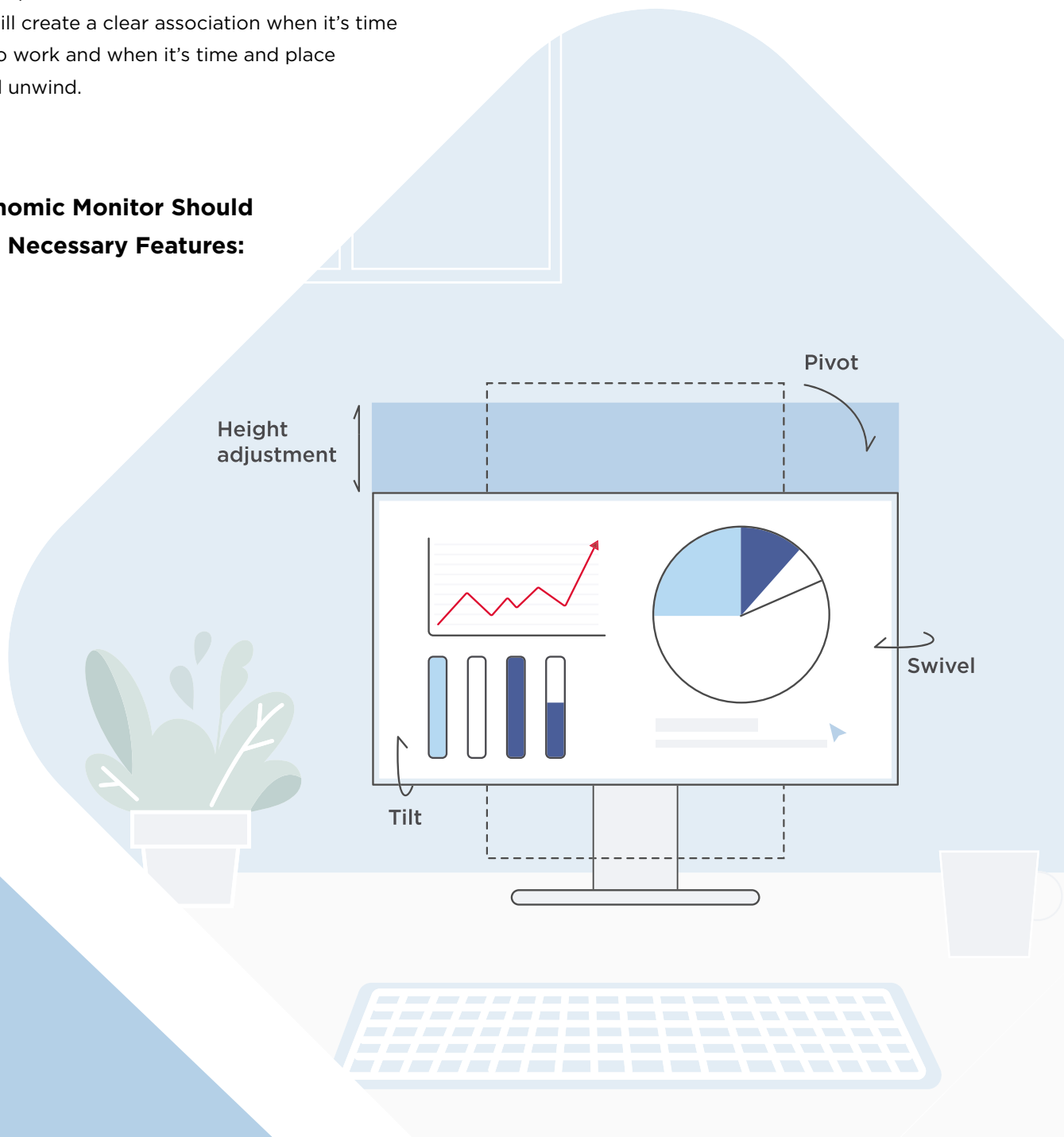
The Work-from-home Setup

An ergonomic workspace minimizes the amount of a physical strain while working at a desk and is best recommended for work-from-home setup. One can't underestimate the importance of ergonomics — ignoring continuous stress on the whole body can potentially lead to severe and lasting injury.

Being able to easily adjust the positioning of the monitor, the viewing angles, and — with latest monitor technology — control lightning and environmental noise, helps to create a professional space that boosts focus and enables hassle-free videoconferencing experience.

For maximum comfort and concentration, employees should identify one spot at their home as their workstation. This way, they will create a clear association when it's time and place to work and when it's time and place to relax and unwind.

An Ergonomic Monitor Should Have the Necessary Features:

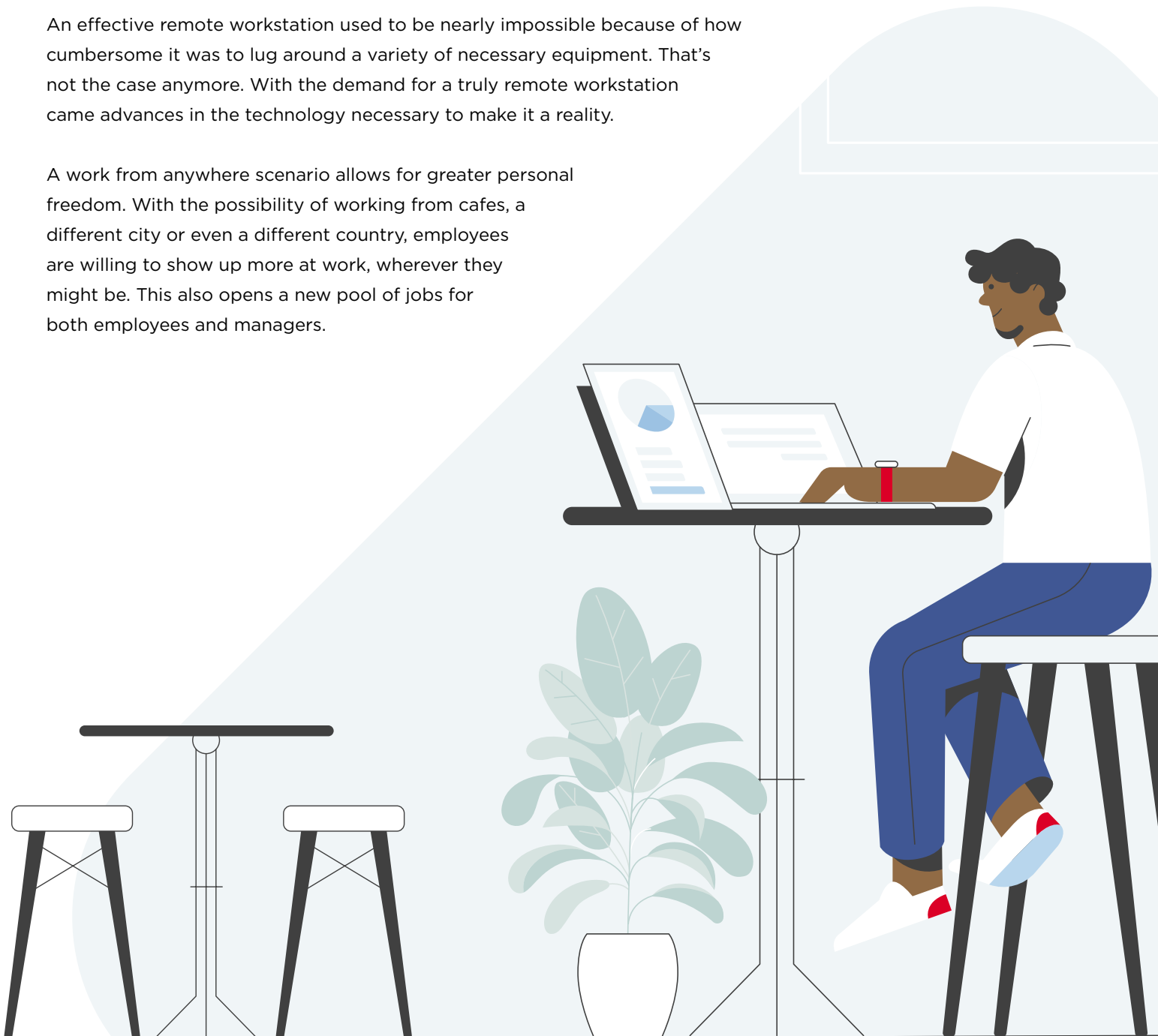


Benefits of the Work-from-anywhere Scenario

The work-from-anywhere work scenario can be taken with to any necessary location, whether it's for a client visit, tradeshow booth, business trip or any other space between the home and the office.

An effective remote workstation used to be nearly impossible because of how cumbersome it was to lug around a variety of necessary equipment. That's not the case anymore. With the demand for a truly remote workstation came advances in the technology necessary to make it a reality.

A work from anywhere scenario allows for greater personal freedom. With the possibility of working from cafes, a different city or even a different country, employees are willing to show up more at work, wherever they might be. This also opens a new pool of jobs for both employees and managers.



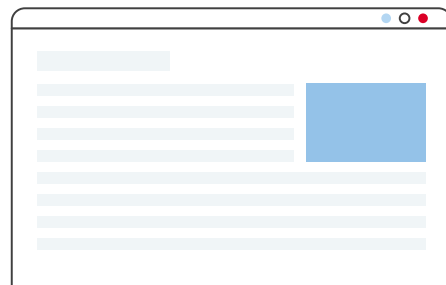
Challenges of the Work-from-anywhere Scenario

Just like with the WFH work scenario, there are also challenges with working from anywhere.

These include:

- ◆ Cable clutter and carrying too many chargers
- ◆ Lack of screen real estate
- ◆ Longer time to set up
- ◆ Potential security issues.

If a device is connected to a public Wi-Fi network, any information it sends out can be easily read by a bad actor — and if you're working in public, others may be able to see your screen and what you type.



“

With so many challenges to consider, an effective remote work scenario can take a fair amount of thought and effort before it can serve your employees.

”



The Vital Aspects of an Effective Portable Workspace

The difference between grabbing a laptop to a nearby coffee shop and creating a **suitable portable workstation** is that the latter requires more thought and consideration. For a work-from-anywhere station, adding a portable display can create remarkable results. Such equipment not only needs to be portable but also:

Forgetting items or ending up unprepared can drastically reduce efficiency, so testing out the remote workstation is important. Advise employees to try it out first and work in-office as if they took it on the road. This strategy will hope to learn whether the equipment is sufficient to accomplish all kinds of tasks performed.

- 1 Compact and light-weight portable monitor
- 2 Minimize cable clutter with a one-cable solution
- 3 Support a flexible display to work at any angle
- 4 Have the capacity to extend content from other devices



Benefits of the In-office Work Scenario

The in-office work scenario creates a unique situation for your employees that they wouldn't be able to get anywhere else. Key to this scene is that everyone is working together in one place, which can encourage collaboration and a social space that's otherwise missing in other scenarios. With that in mind, an in-office work scenario can benefit all employees in many important ways:



- ◆ Ability to bring everyone together, enabling team-building and a sense of connectedness
- ◆ In-person meetings and brainstorming opportunities
- ◆ Satisfied social needs that can't be achieved as well in any of the other work scenarios
- ◆ An environment that fosters learning as well as sparks new ideas and initiatives
- ◆ Offers an easy space to ask others for assistance
- ◆ Seeing other colleagues being productive can improve individual accountability

Challenges of the In-office Work Scenario

Just like other work scenarios, the in-office work scenario presents challenges in its implementation. In the modern office design, open-floor plans are often preferable to closed-floor plans to encourage collaboration.

Instead of cubicles, make sure there's both space for individual work as well as team collaboration. However, with this setup, know that your employees might have to deal with a lot of environmental noise as well as stress related to people walking around and potentially interrupting their workflow.

Only by overcoming these challenges and offering a valuable experience that is unique from the other scenarios, employees will feel encouraged to come to the office and stay motivated to be productive and efficient.



The In-office Workspace Setup

Your employees can work on their own schedule at home. People tend to vary in how productive they are throughout the day – some have bursts of energy in the morning, others in the afternoon, and some come alive in the evening. Employees also have more freedom to take care of personal tasks and the ability to experiment with their daily routine.

Adequately-sized Meeting Spaces

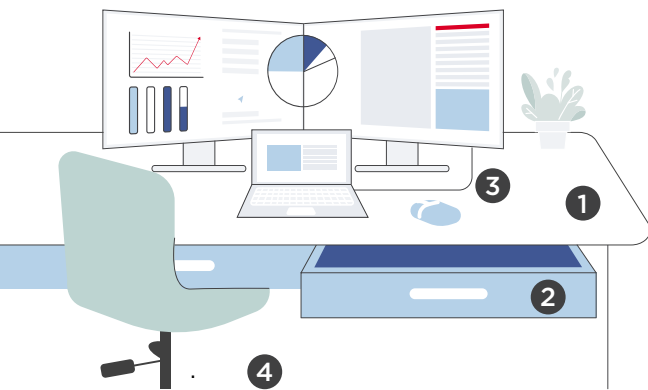
A meeting space that is appropriately sized provides an environment that promotes collaboration, enhances productivity, and cultivates effective communication, resulting in successful outcomes.



A Well-organized Personal Workspace

Ample storage and room to move around are crucial for maintaining productivity and promoting well-being. A well-organized personal workspace should have:

- 1 Sufficient desk space
- 2 Storage space for personal belongings
- 3 Equipment that is easy to install and use
- 4 Enough space to move around and stretch



USB-C Monitors with One Cable Solution

The latest USB-C monitor technology can help to create a simple and flexible personal workspace while increasing productivity with extended screen real estate.

- 1 60W power supply as well as audio, video, and lightning-fast transfer speeds
- 2 A stunning 4K (3840 x 2160) or 2K (2560 x 1440) resolution
- 3 Ability to connect to any supported laptop to expand the viewing area
- 4 Improved cable management by combining HDMI, VGA, and DisplayPort capability

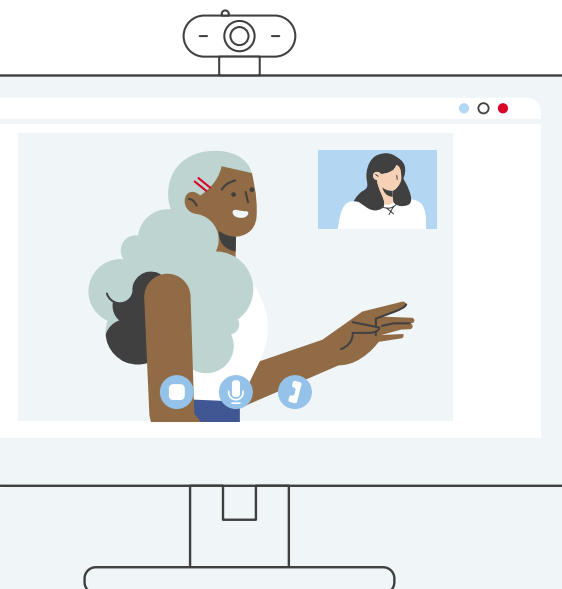
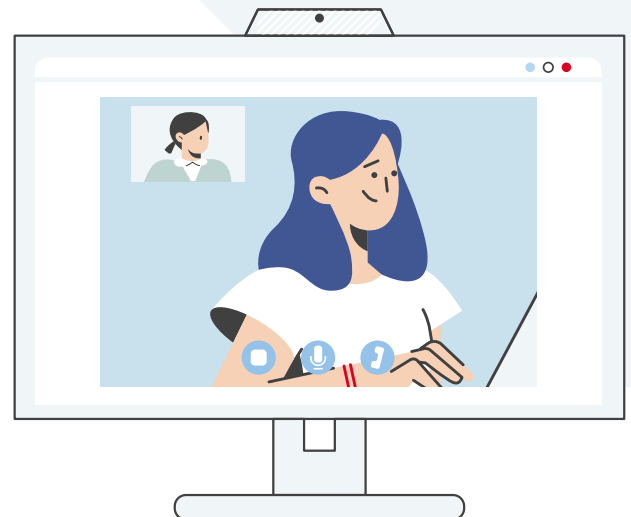
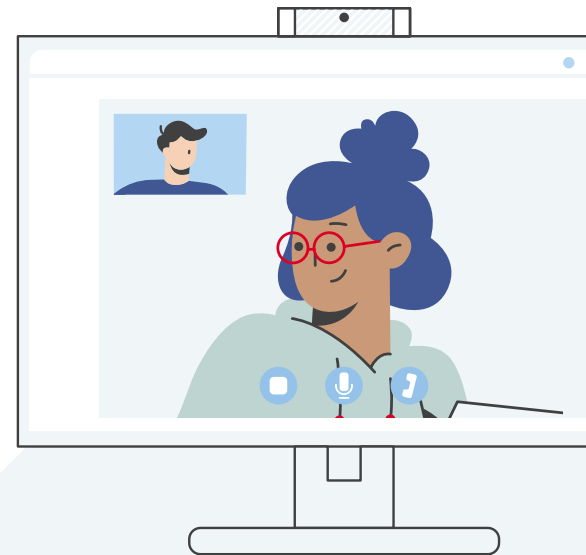


Getting the Formula Just Right

By integrating the proper equipment with effective communication, one can successfully craft a hybrid workplace that allows for easy collaboration between all employees, whether they're on- or off-site.

Your employees can take advantage of a sea of remote-focused tools such as Zoom, Google Meet or Microsoft Teams — all designed so your team can work together from anywhere in the world. Your staff will appreciate the flexibility of being able to work from home or in the office, and occasional in-person meetings can be an effective team-building exercise.

Thanks to simplified work, convenience and comfort, your employees will have more freedom to take care of personal tasks. They'll be able to work from different locations which can stimulate inspiration and curiosity — perfect for the employee-centric workplace.



Make the Ultimate Hybrid Workplace

A hybrid workplace model includes three scenarios which function together: working from home, working from anywhere, and working in-office. When employees aren't confined to just one scenario and are given more flexibility instead, they will begin to realize and appreciate the pros and cons of each one. It can be a challenge to create an effective hybrid model, but with the right equipment and know-how, it can be done with ease and ultimately drives satisfaction, productivity, and efficiency in a workplace.

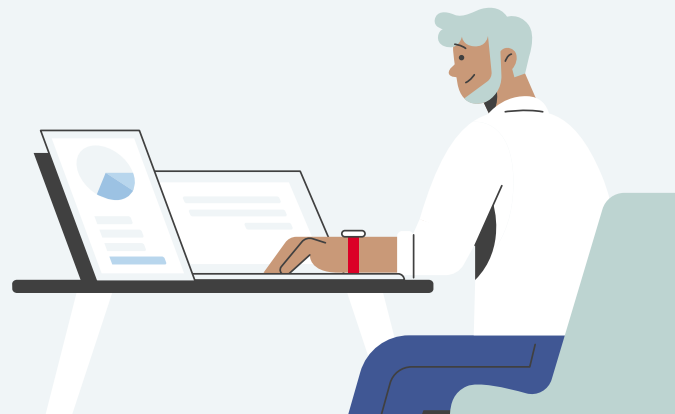
Tech at Your Service

There are technological solutions to make the hybrid workplace a reality: USB-C devices, ergonomic monitors and portable displays allow for seamless navigation between all work environments. Make sure to use the right videoconferencing tools to foster aligned and clear communication among your employees.



Effective Employer Branding

The combination of remote and in-office work scenarios improves employee retention, opens new pools of candidates, and elevates brand image.



Empowering Employees, Hybrid Style

A hybrid work environment with an employee-centric approach promotes employee well-being, efficiency, creativity, and productivity. By offering more choice and flexibility, employees are empowered to work in a way that suits their needs, leading to improved performance and a positive work culture.



Hybrid Workplace Design

eBook



www.viewsonic.com

Copyright
All rights reserved by ViewSonic Corporation. All other Corporate names and trademarks are the property of their respective companies. E&EO.
All specifications are subject to change without written notice. Images are for illustrative purpose only. Offers and programs may vary by country.
Please contact your local ViewSonic office for more information.
Copyright © ViewSonic Corporation 2000-2023. All rights reserved.