

# Are You Ready for the Modern Workforce?

Creating workspaces to engage and inspire today's workers





In a world where we need our workers to be more engaged and creative...

**1/3** workers is disengaged and dissatisfied.<sup>1</sup>

Why is that, and what can we do about it?

In our fast-paced, complex, tech-driven world, today's workers need environments that provide a range of spaces for a variety of work types, with technology that works flawlessly when they need it.

From background noise, to work style differences, to insufficient tools, poor workplaces complicate employee communication and collaboration. These disruptions send teams searching for new spaces to get into a productive state of flow (an exceptional state of creativity that occurs during full-capacity engagement). This leaves companies in search of spaces that support large- and small-group collaboration, as well as individual focus.

**86%** of disengaged employees say their work environment does not allow them to choose where to work within the office, based on the task they are doing.<sup>1</sup>



It's clear today's workers need more variety to match their evolving workflows.

With the right tools, your workers can maintain productivity in any complex environment the modern workplace has to offer—transitioning between individual focus time and team collaboration with ease. And since no two workdays are the same, your employees need the right tools to keep them connected and productive wherever their workflow takes them: in the office, on the go, in the field, or from the comfort of their own homes.

Set up your employees to do their best work

**60–80%** Employees that show optimal engagement spend 60–80% of their time away from their desks.<sup>2</sup>





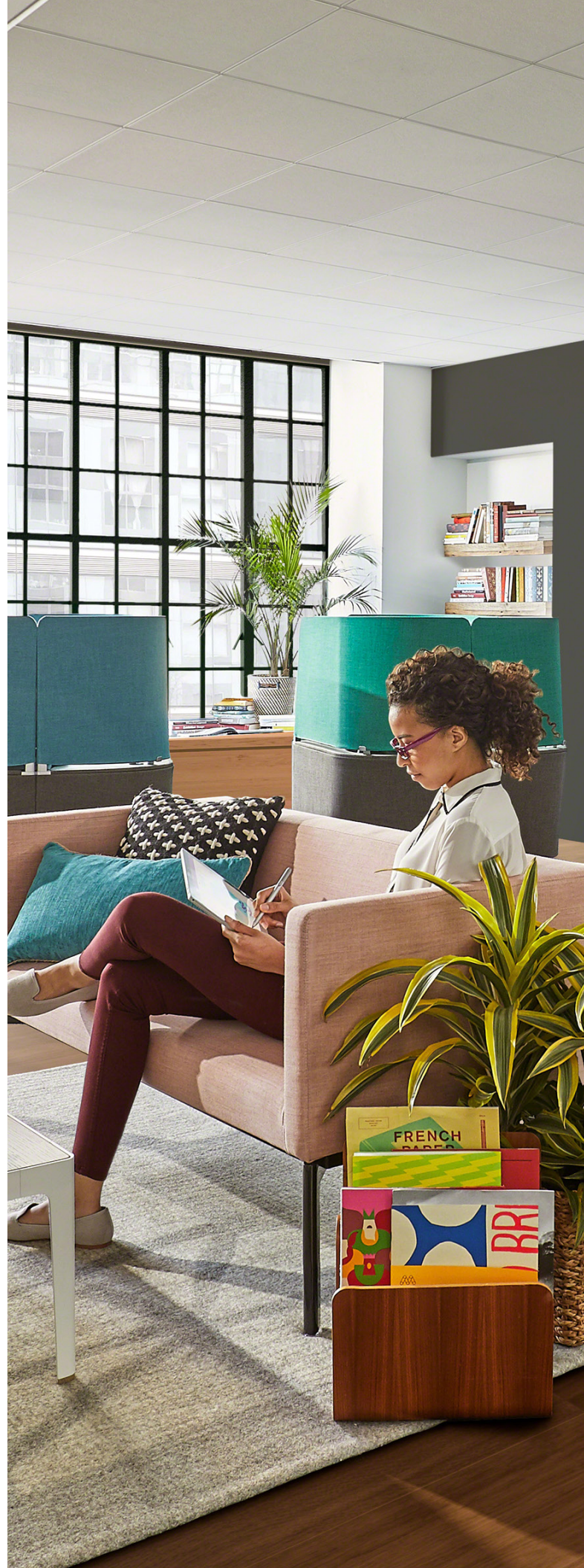
As the nature of work continues to become more mobile, it's important for employees to have choice in the workspace that best fits their flow.

How can you provide your employees the workspaces they need, while actually enhancing their creativity, engagement, collaboration, and satisfaction? Take a realistic look at their various work-style needs. Then, thoughtfully design your environments with those needs in mind.

**150%** In the next 2 years, the average employee will work 150% more hours from home.<sup>3</sup>

**43%** of the global workforce will be mobile by 2022.<sup>4</sup>

This calls for a fresh look at our workspaces and the technology we use. Recently, Microsoft partnered with Steelcase to examine the correlations between work environment and the creativity it inspires.<sup>1</sup>







They found that engaging both the individual and the team for optimal creative results requires strategically incorporating office environment and technology to facilitate any work style.

**~83%** of professionals depend on technology to collaborate.<sup>5</sup>

**30%** Less than 30% of organizations have advanced collaboration tools in conference rooms.<sup>3</sup>

Put yourself in your workers' shoes to strategize the best ways to modernize your workspace.





## SECTION 01

# When your team is mobile, empower them to be productive and secure.

*A project team meets regularly to keep everyone on track to meet their deadlines. Only a few members are in the office, with others either out of town, at a client site, or working from home—but that won't keep them from working together.*

Today's employees are more mobile and productive than ever, seeking where and when they do their own best work.

## 54%

Employees currently spend up to 54% of their time away from their cube or office.<sup>3</sup>

But when more people are away from the office, collaboration can suffer without the right technology.

As more employees scatter across the country and around the globe, maintaining great meetings among widespread groups is more important than ever. Prevailing LTE data access enables high-speed data between phones and other mobile devices to keep workers' devices connected to the cloud wherever they work.

One such LTE-connected device is the easily portable Microsoft Surface Pro. And with accessories like the

Surface Pen, OneNote, and screen markups, team members can now streamline communication, wherever they are.



### **SURFACE PRO.**

The ideal companion for collaborators on the go. Employees can work, create, and collaborate virtually anywhere—especially with full connectivity through built-in capabilities for LTE high-speed data. The ultra-light Surface Pro provides all-encompassing mobile productivity and all-day battery life, plus a soft, ultra-portable design with rounded edges. For the ultimate mobile productivity ecosystem, connect with in-office workers via Surface Studio and Surface Hub. Surface has a portfolio of mobile devices to fit your employees' performance needs.



## SECTION 02

# When the team comes together, facilitate the best meetings.

*Those same project team members who were scattered last week return to the office, catching up over a status update meeting. They convene and collaborate in a high-tech room equipped with hardware that enables them to visually brainstorm in real time and share their personal insights.*

Forward-thinking business leaders understand how office design can build community and foster collaboration. They understand the opportunity in providing space for ideation hubs: high-tech spaces with plenty of room for active participation. Such settings provide equal opportunities for all contributors to achieve simultaneous flow.

Workers in this type of setting need a space that helps promote idea generation and fluid interaction among people and technology.

After all, the most innovative ideas usually don't come from a single person sitting alone at a computer. More often, they arise from team members who come together to share information and ideas in an agile environment, where people have choice and control.





**Most meeting spaces are sorely lacking in modern technology to facilitate collaboration<sup>6</sup>**

*Percentage of meeting rooms built without collaborative technology*

Small

74%

Large

66%



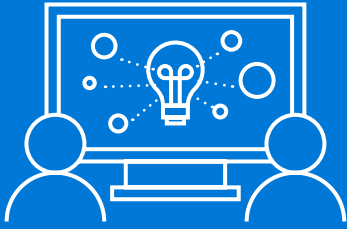
**SURFACE HUB.**

With its expansive multi-touch screen, responsive inking experience, and on-board Office apps, Microsoft Surface Hub streamlines connectivity and keeps ideas at the forefront. And when a meeting's over, you can take your electronic whiteboard work with you or send it out to the whole team, rather than leaving it to be erased and forgotten on the meeting space wall.

Every meeting should work toward producing the best creative ideas and most productive collaboration. Do your part to help ensure all meetings deliver the best outcomes. With Microsoft Surface Hub, team members can walk up and instantly share ideas on a digital canvas, touch the data they need to make informed decisions, or pick up a pen to help drive the conversation. It's a platform that brings the tools they rely on to the center of the conversation, so meetings are more engaging and effective.







### SECTION 03

# When a creative solution is needed, allow your employees to refine and visualize their ideas.

*Following the team meeting, two employees steal away to a small meeting room where they begin to brainstorm ideas for solving the unique project's challenges. They draw out and edit their plans on a desk-sized, sketchable screen to see their ideas come to life in real time.*

**79%** of workers say it's important that their productivity tools enable them to work collaboratively with others in person.<sup>6</sup>

In an open office space, everyone's relying on their teammates to keep productivity moving without distracting chatter around them. A little conversation's fine—but if coworkers are going to start talking shop at length, you can be sure no one wants to hear it for long.

The solution's easier than you might think. And it doesn't take much space.

Give your workers convenient areas to huddle away from the crowd with tools designed to share. Consider the Microsoft Surface Studio for enhancing creative processes that are focused on quick reviews and rapid iteration. Surface Studio brings great work results to life. Whether someone's using the large screen in an upright

or tilted mode to complete an individual task or using the spacious display to collaborate with a teammate, Studio can do it all—from first draft to final production.



### **SURFACE STUDIO**

With its strikingly large and incredibly thin display, Microsoft Surface Studio enables employees to visualize ideas as they create, edit, and design. Then watch ideas leap off the screen with true-to-life color and clarity.





#### SECTION 04

## When a worker needs to focus to be productive, provide mobility.

*One of the creative team members walks away from a collaboration session, energized and inspired to complete her own portion of the workload. She moves to a private retreat space to get some uninterrupted quiet time to develop additional insights for the project.*

Quiet spaces for workers to focus on their tasks at hand will never go out of fashion. But those employees lucky enough to already have access to quiet spaces still want the best of all worlds.

**71%** of surveyed office workers value having a quiet space for focused work. Yet only 30% are satisfied with their company provisions.<sup>7</sup>

When focused on their individual tasks, your workers will commonly look for quieter, more intimate spaces to center their thoughts and relax. They want a place to work on a device with the same capabilities they have at their desks.

For such workflows, Surface Book is their ideal roving partner. Thin enough to take anywhere without losing an ounce of performance, it's the closest they'll get to taking their desk space on the go without actually moving any furniture.



#### **SURFACE BOOK**

Now, your employees can tackle complex tasks on the go with up to 16 hours of battery life.\* With transitional laptop, tablet, studio, and view modes, it's flexible enough to make any task better. Then when they get back to their desks, an optional docking tool easily connects to instantly power up to a larger, more stationary system.

\*Disclaimer: Up to 16 hours of video playback on Surface Book with Performance Base. Testing conducted by Microsoft in August 2016, using preproduction Intel® Core™ i7, 1TB, 16 GB RAM device. Testing consisted of full battery discharge during video playback. All settings were default, except Wi-Fi was associated with a network and auto-brightness was disabled. Battery life varies significantly with settings, usage, and other factors.



## SECTION 05

# Are you ready for the modern workforce?

As employees look for more diverse functionality in their workspaces, the most forward-thinking companies are, too. Provide an environment where your workers can stay comfortable throughout the day, collaborate effectively wherever they are, and work independently to get things done. The technology you put in their

hands to tackle their workload is the glue that holds together your highly satisfied, engaged employees' experience from one space to the next.

Have you thought through all the design elements your workers need? Use this checklist to assess your strategy.

### People/Culture

- ☐ Does your workplace culture support your employee's desire for flexible work styles?
- ☐ Are your employees given the resources to best tackle their own to-do list?

### Technology

- ☐ Do you provide them with desktop capabilities away from their desks?
- ☐ Have you invested in technology that seamlessly facilitates brainstorming sessions in disparate locations?
- ☐ Are your conference rooms supplied with technology that allows for ideas to never be left behind in the room?
- ☐ Do you provide seamless, cloud-based connectivity for employees to move freely around the office without losing any work?

### Spaces

- ☐ Does your office include team spaces that offer common ground for small, collaborative groups?
- ☐ Are you looking at work-space designs that accommodate multiple purposes, from large presentations to casual breakout sessions?
- ☐ Are employees able to do quiet, contemplative work without leaving the office?

### Security

- ☐ Do you have modern devices in place to protect your company's data while your employees are on the move?



The most successful work environments create an ecosystem with a range of spaces to match a range of work styles and responsibilities. From private workspaces for intense focus to areas designed to spark idea generation, the modern worker needs it all.

Your employees are the key to your business' future success, driving creative work forward. Companies that don't seize the opportunity to invest in technology to build employee engagement will miss opportunities for growth.

Removing the typical barriers to your employees' productivity and creativity doesn't just make their workday easier and more enjoyable; it also creates space to inspire them to do their best work.

**After all, happy workers are better for everyone.**

**147%** A highly engaged workforce outperforms their peers by 147%.<sup>8</sup>

From reliable versatility to powerful performance, the Surface suite of devices can quickly bring your business up to speed with the modern workplace. Check out the variety of Surface features available for today's workers to see what devices might best serve your company's demands.

**Take the next step: Talk with an expert who can find the best solution to fit your specific needs.**





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