

THE PROS & CONS OF 6 WORKPLACE STRATEGIES TO SUPPORT YOUR DYNAMIC WORKPLACE

A combination of strategies may be best for your organization. See how each strategy can support your flexible workforce and find the balance that's right for you.

Traditional Assigned Seating

Traditional seat assignments with a 1 to 1 worker to desk ratio; could also be assigned seating in shifts/staggered schedule.

Similarly, **Confirmed Assigned Seating** is when planned attendance is confirmed by the employee for the upcoming week/day, making it easy to control occupancy levels by capping the number of employees able to go to the office once the pre-set capacity has confirmed.



- Employees are comfortable with knowing they have their own personal space
- Can be encouraging of specific departmental relationships



- Underutilized space
- Lack of flexibility for the employee
- Expensive move/add/change process

Free Address

A portion or all workspaces open for employees to sit wherever they want, with or without a reservation.



- Encourages more cross-functional collaboration
- Eliminates pre-planned seating, move/add/change processes and expenses
- Increases productivity by offering ultimate flexibility to the workforce to choose where they can work best



- Unless managed with technology, not able to capture presence and utilization data for strategic occupancy planning or Covid contact tracing
- No control over time between occupants for cleaning

Reverse Hoteling

Release a seat assignment or long-term reservation when not planning to be in the office, making it available for use by someone else.



- More availability and choice for employees
- Fewer underutilized/empty desks, even with assigned seats



- Some workspaces might be released at the last minute, so employees looking for a workspace may not see the availability ahead of time
- Some employees may not want someone else to sit in their assigned seat

Hoteling

Selecting and reserving a space to work, whether for a day or for long term.

Similarly, Hot Desking is the ability to sit somewhere ad hoc, but with a check-in/presence verification to know by whom and when the space was occupied



- Enables employee choice while managing social distancing
- Allows employees to choose by whom they sit for more collaboration opportunities
- Increases utilization of all space
- Gives teleworkers a way to easily find a place to work when they need to be in the office



- When not managed well, can stress employees with regards to where they will sit on any given day
- Employees may not like giving up their personal space

Neighborhood/Ratio Seating

Enables people from single or multiple departments to select their own seat in a pre-defined area. For example, enables a pool of 50 people to sit in a flexible area of 25 seats.



- Enables collaboration of people and departments in a fluid system, rather than having to reconfigure space
- Offers flexibility to employees while still managing allocations for teams or departments
- Use peak utilization data to determine how many spaces are needed for each neighborhood



- Reduced flexibility by not allowing access to all available spaces in a building
- When not managed correctly, employees could run into scheduling conflicts or not enough available space

Network of Space (Coworking/WFH)

Leveraging external space sources such as coworking, building amenity space for overflow, or to offer decentralized working locations.



- Ability to work in places that are closer to home or more convenient to where you need to be for the day
- Reduce long-term commitments for leased space and leverage third party spaces for unexpected demand, temporary new locations, or offering alternative options for employees to work wherever they need to that day



- Unless managed by a system that can track use of third-party space, it is difficult, if not impossible for organizations to capture necessary data about where and how their employees are working

Each workplace is as unique as the individuals who make up your workforce. Find out more about each of these workplace strategies to help you pick the combination that is right for you in our blog post "[Finding Balance Part 2: The Workplace.](#)"