



# THE BENE

EVOLUTION  
AT  
WORK

# OFFICE GUIDE

## **INSPIRING OFFICES. SINCE 1790.**

At Bene, we don't think in terms of cupboards, tables or chairs. We think outside the box. We offer world-leading design and installation for office and working environments, to help you plan and create spaces where people enjoy working well.

The Bene Office Guide **EVOLUTION AT WORK** is our answer to the challenges of the modern world of work. It is our guide to shaping flexible and organic office spaces. **EVOLUTION AT WORK** grew out of years of experience, close cooperation with our clients and ongoing research into current trends. We have drawn on the Bene **FUTURE REPORT** to come up with ideas for modern and productive office environments.





# THE FUTURE OF

# WORK

Big data and digital transformation are changing our society in ways we cannot yet fully gauge. It is equally difficult to predict how these approaching changes will affect the future of our work lives. In light of this, it is more important than ever to deal with the future and to remain agile and adaptable to new developments.

The Future of Work Report is based on specialised literature and on the opinion of more than 40 experts from well-established international companies, start-ups, the science community and consulting firms.

In dealing with these four topics, we have taken a closer look at a wide range of trending buzzwords, including robotics, self-organisation, artificial intelligence, shared economy, Internet of Things, fluid leadership, virtual reality, 3D printing and clickworkers.

[FUTUREOFWORK.BENE.COM](http://FUTUREOFWORK.BENE.COM)



# THE FUTURE OF WORK REPORT

## **DIGITAL TRANSFORMATION.**

It is no longer the best product that garners the most success. Experts seem to agree that, in future, the businesses which generate the best data and turn it into the best services will come in first.

The young generation of digital natives is expected to deliver intuitive and promising solutions. Various forms of artificial intelligence will increasingly help them. At the same time, routine tasks in production and administration will be performed by robots.

The Internet Of Things describes a world in which not only smartphones and tablets are linked in networks.

# BENE

## Overview.

Everyday objects like refrigerators or washing machines will also be connected as they collect, communicate and process data. These new smart devices will have a life of their own, programmed to invisibly assist people at home and at work.

### LEADERSHIP.

77 percent of business leaders in Germany believe that we need a paradigm shift in leadership culture. Network economy works less well with traditional hierarchal structures; instead, it thrives on cooperation, self-organisation and teamwork among equals.

The fact that businesses are fluid systems, and not static entities, is often overlooked. Many things cannot be planned, as human interactions are constantly changing. It is up to smart leaders to understand and support this co-evolution and to encourage employees in their learning process and teamwork efforts.

As work processes are becoming more and more complex, executives' expectations are changing, too. Nowadays, managers seek employees who deal with their tasks independently and self-sufficiently.

In an unpredictable, globalised world, traditional management mechanisms, such as command and control, no longer get the job done. Like orchestral conductors or coaches, managers face the challenge of coordinating their staff to reach a common goal.

### PURPOSE OF WORK.

Different things make a job meaningful for different people, yet the idea of finding

a purpose in work is becoming more and more important. What employees expect from their work is becoming increasingly nuanced. Young talents in particular, are becoming increasingly clear about their wishes.

They want work to be fun and also to serve a higher purpose. Customers are no longer the only ones who make decisions about products or services based on a company's social and environmental behaviour; today's employees are just as critical of the business they work for.

A business trying to recruit tomorrow's talent has to offer more than a decent salary and attractive benefits. Organisational culture and individual development opportunities have become major points for job seekers. A healthy work-life balance is also more important than ever.

### OPEN COLLABORATION.

Digitalisation and globalisation are increasingly leading to depersonalisation. Experts agree that we need places where people – as social beings – can fulfil their need for personal interaction. This holds true both for work environments and for points of contact with customers.

In the future, almost every sector will make increasing use of artificial intelligence. Issues that arise from interaction between people and machines must be resolved as soon as possible, experts believe.

Silicon Valley is a perfect example of how productive it can be to let go of the idea of perfectionism. And of the importance of involving customers in the development process. As innovation processes are becoming increasingly open, it is more necessary than ever to incorporate inspiration and expertise from external partners and experts.

# THE BENE

The age of  
flexibility.

# OFFICE

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# GUIDE

## **BENEFIT FROM CHANGE.**

You can't predict megatrends. They emerge spontaneously and become an integral part of every level of society, affecting everybody. Current trends have a fundamental and permanent impact on the way we work in offices too. Many new developments, including digitalisation, mobility, big data and social networks are changing the business world – and our offices. The boundaries between our professional and private spheres are becoming increasingly fuzzy. As a result, the office is no longer just a place of work, a place to carry out routine tasks. Now, more than ever, it is a place that can be used for personal networking and gaining experience.

**EVOLUTION AT WORK** creates spaces that encourage this openness to change, interaction and creativity, and leave room for private and personal development.

## **NEW WORK.**

New technologies are driving these global changes and altering our working environments more and more profoundly. Today, work can be more mobile and flexible than ever with unprecedented openness in work places, times and teams. Businesses can benefit from these changes so long as they recognise the opportunities offered by flexibility, and make it part of their office design.

A modern office goes along with these changes, supports flexible working, creates dialogue between all levels in the hierarchy and encourages collaboration between all departments.

## **THE FUTURE BEGINS NOW.**

**EVOLUTION AT WORK** is Bene's Office Guide, which reflects on new trends and developments, and takes them further. It is intended as a handbook to inspire new working environments and enable companies to find their own path towards a culture of collaboration. Flexible working is easier when there are fluid transitions between sectors and a wide repertoire of options for lively discussion, while interdepartmental cooperation encourages connection and creativity. This is how the office can prepare for the changes that lie ahead.



# EVOLUTION

## The Bene Office Guide.

⊖  
A

### CONCENTRATION & REFLECTION.

Traditional  
concentration  
at work.



∞  
  
AT

WORK

In our experience, everyday office life has become increasingly varied and diverse over the years. Traditional office jobs still need to be done, but conversations with customers and partners play a key role, as does interaction between colleagues.

This gives rise to 3⊕ functional areas; specifically-designed spaces that help staff to do their jobs. It's up to you to decide how rigid the distinctions between these zones should be, in keeping with the culture of your business.

The Bene Office Guide offers a broad range of workplaces for all kinds of tasks, striking the right balance between focus and variety in the modern office.



**SERVICE &  
TECHNOLOGY.**

Functional and  
personal.



**COLLABORATION &  
INTERACTION.**

Discussion,  
cooperation and  
networking.



**COMMUNICATION &  
IMAGE.**

Build identity and  
create confidence.

# A VIBRANT

Work today  
is more varied,  
individual  
and complex.

A

## CONCENTRATION & REFLECTION.

Traditional  
concentration  
at work.



Different departments have different requirements. Each area of expertise will need its own level of interaction, concentration and privacy. In the same way, some departments will need more shelving or storage room than others. It has been shown that in-house processes improve considerably when each department has a tailor-made working environment.

# OFFICE ENVIRONMENT

Daily business activities are becoming more varied too. For the best chances of success, you need quiet spaces as well as room for teamwork and presentations.

In the Bene Office Guide we define 3<sup>+</sup> functional areas to meet all your professional needs for flexibility and seamless transitions between workplaces and tasks. Having options is always good.

Ⓒ

## COMMUNICATION & IMAGE.

Build identity and create confidence.



Ⓑ

## COLLABORATION & INTERACTION.

Discussion, cooperation and networking.



Good ideas rarely emerge in isolation. They are the result of productive collaboration, comprehensive networking and a cooperative company environment. Well-designed rooms for meetings or workshops let the conversation flow and strengthen internal networks. They are thus a key building block for commercial success.

⊕

## SERVICE & TECHNOLOGY.

Functional and personal.

Office life only works when absolutely everything has been thought of and well planned. This includes functional areas with storage space, cloakrooms, printer islands and server rooms.

# GOOD

Welcome to  
the office of endless  
possibilities.

SECTIONAL VIEW OF BENE HEAD OFFICE,  
Waidhofen an der Ybbs



TEAM  
WORKSTATIONS

# PLANNING,



TECHNOLOGY  
INFRASTRUCTURE



BREAK  
KITCHEN  
COMMON ROOM



BUSINESS BOX  
THINK TANK  
QUIET ZONE



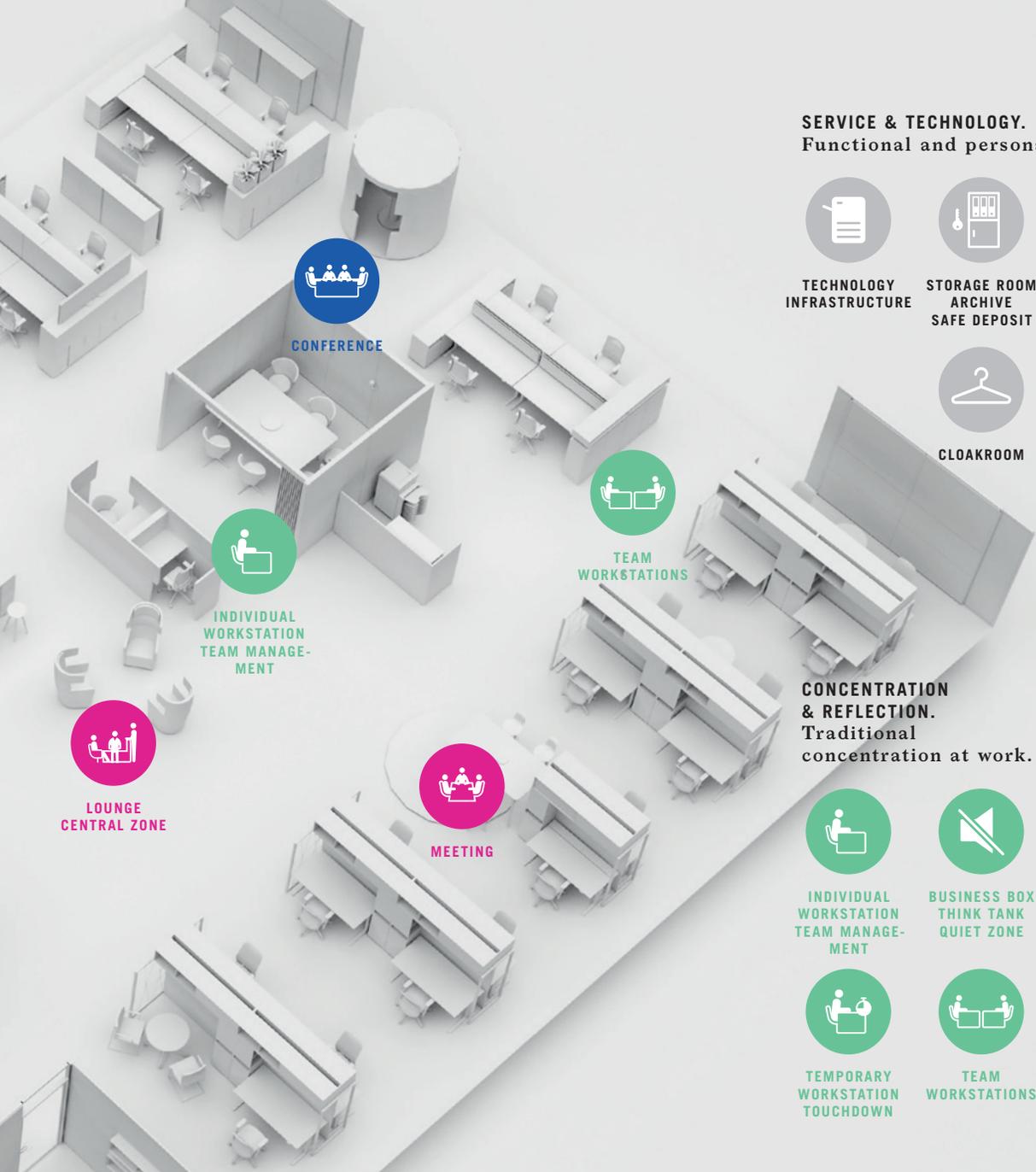
GUEST  
HOSPITALITY

# GOOD

# TEAM- WORK

THE BENE OFFICE ICONS:  
LOOKING INTO THE FUTURE.

Today's office is colourful, lively, varied and offers an array of zones and workplaces for concentration, collaboration and communication. The icons identify the various sectors and help you to plan at a glance. This also helps you to get an early sense of what your office structure will be like and how people will interact with the space and furnishings.



**SERVICE & TECHNOLOGY.**  
Functional and personal.



TECHNOLOGY  
INFRASTRUCTURE



STORAGE ROOM  
ARCHIVE  
SAFE DEPOSIT



CLOAKROOM



CONFERENCE



TEAM  
WORKSTATIONS



INDIVIDUAL  
WORKSTATION  
TEAM MANAGE-  
MENT



LOUNGE  
CENTRAL ZONE



MEETING

**CONCENTRATION & REFLECTION.**  
Traditional concentration at work.



INDIVIDUAL  
WORKSTATION  
TEAM MANAGE-  
MENT



BUSINESS BOX  
THINK TANK  
QUIET ZONE



TEMPORARY  
WORKSTATION  
TOUCHDOWN



TEAM  
WORKSTATIONS

**COLLABORATION & INTERACTION.**  
Discussion, cooperation and networking.



MANAGEMENT



LOUNGE  
CENTRAL ZONE



BREAK  
KITCHEN  
COMMON ROOM



IDEA LAB  
WORKSHOP



MEETING

**COMMUNICATION & IMAGE.**  
Build identity and create confidence.



MANAGEMENT



GUEST  
HOSPITALITY



CONFERENCE



RECEPTION

# NEW

# WORK

Dynamic  
locations set  
ideas floating.

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**THE NEW COLLABORATIVE WORLD.**  
The working world is changing; rigid organisational structures are breaking down. Both our private and professional lives are shaped by variety.

Our goal is for the Bene Office Guide to inspire businesses on their individual paths towards the new world of work. More than that, it's designed to help them find success in their fields and be recognised as attractive employers.

Our 3<sup>⊕</sup> functional areas can be custom-designed to combine tried and trusted office spaces with interactive zones and make your organisation more agile. It's **EVOLUTION AT WORK**, after all.

Good office planning also considers ergonomics, acoustics and efficient use of space.

**Break out  
of today's rigid  
structures ...**

**A**

Traditional  
concentration at  
work.

**...into a future  
of unlimited  
possibilities.**

**B**

Discussion,  
cooperation and  
networking.

**New World of Work**

**C**

Build identity and  
create confidence.

**A**

**A**

Work-  
stations  
in classic  
cubicles  
or group  
offices.

**B**

Traditional  
staff  
meeting  
rooms.

**B**

**C**

Traditional  
management  
and confe-  
rence rooms,  
and recep-  
tion area.

**C**

Break away from monotonous layouts and the office can become a dynamic and flexible place, set up as a series of interlinked functional zones.

This enables sharing, collaboration and networking among colleagues to develop and grow, creating flexible and interactive office landscapes.

# EFFICIENCY AT

Concentration &  
Reflection.

# EVERY

# LEVEL

It's natural for different working styles to develop in an office with various departments.

Quiet, private workplaces for confidential tasks, open-plan settings for project and team work, and temporary areas for the use of colleagues who normally work outside the office, or for staff who need somewhere they can really concentrate on a particular job.



TEAM  
WORKSTATIONS



INDIVIDUAL  
WORKSTATION  
TEAM MANAGE-  
MENT



TEMPORARY  
WORKSTATION  
TOUCHDOWN

TEMPORARY  
WORKSTATION  
TOUCHDOWN



TEAM  
WORKSTATIONS

BUSINESS BOX  
THINK TANK  
QUIET ZONE



Collaboration &  
Interaction.

# IDEAS

# GROW

# WHEN

# THEY ARE

# SHARED

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IDEA LAB  
WORKSHOP

To find shared solutions, you need to offer spaces that work with your group dynamics and motivated teams. That means people can collaborate in workshops, meet with colleagues for networking beyond their own departments, or even reflect on their last meeting when in the kitchen.





**IDEA LAB  
WORKSHOP**



**BREAK  
KITCHEN  
COMMON ROOM**



**MEETING**



**LOUNGE  
CENTRAL ZONE**



**LOUNGE  
CENTRAL ZONE**



CONFERENCE

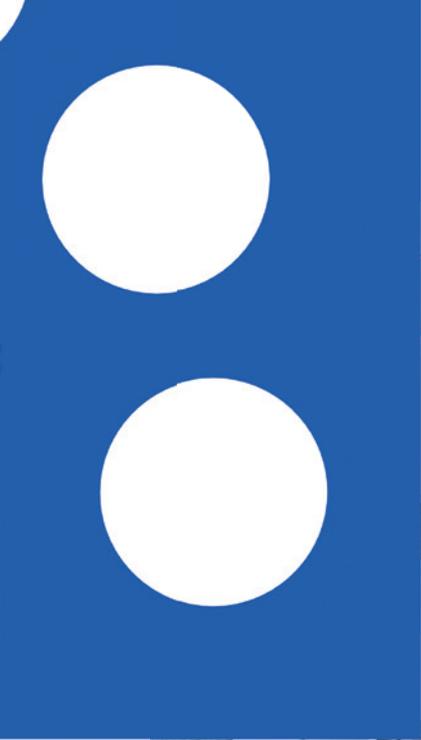
# YOUR

# COMPANY'S

## Communication & Image.

# FACE

The more professional and authentic your corporate image, the faster confidence in your company will grow. The atmosphere in the reception or hospitality areas, at discreet meetings in managerial offices, or presentations in the conference room leaves a vital impression on clients, partners and staff.



RECEPTION



GUEST HOSPITALITY



MANAGEMENT



TECHNOLOGY INFRASTRUCTURE

Service & Technology.



STORAGE ROOM  
ARCHIVE  
SAFE DEPOSIT

EVERY DETAIL  
HAS BEEN  
THOUGHT-  
THROUGH.

Inspirations

# THE EVOLUTION OF THE WORK- SPACE

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## **MAKING STRIDES IN THE OFFICE.**

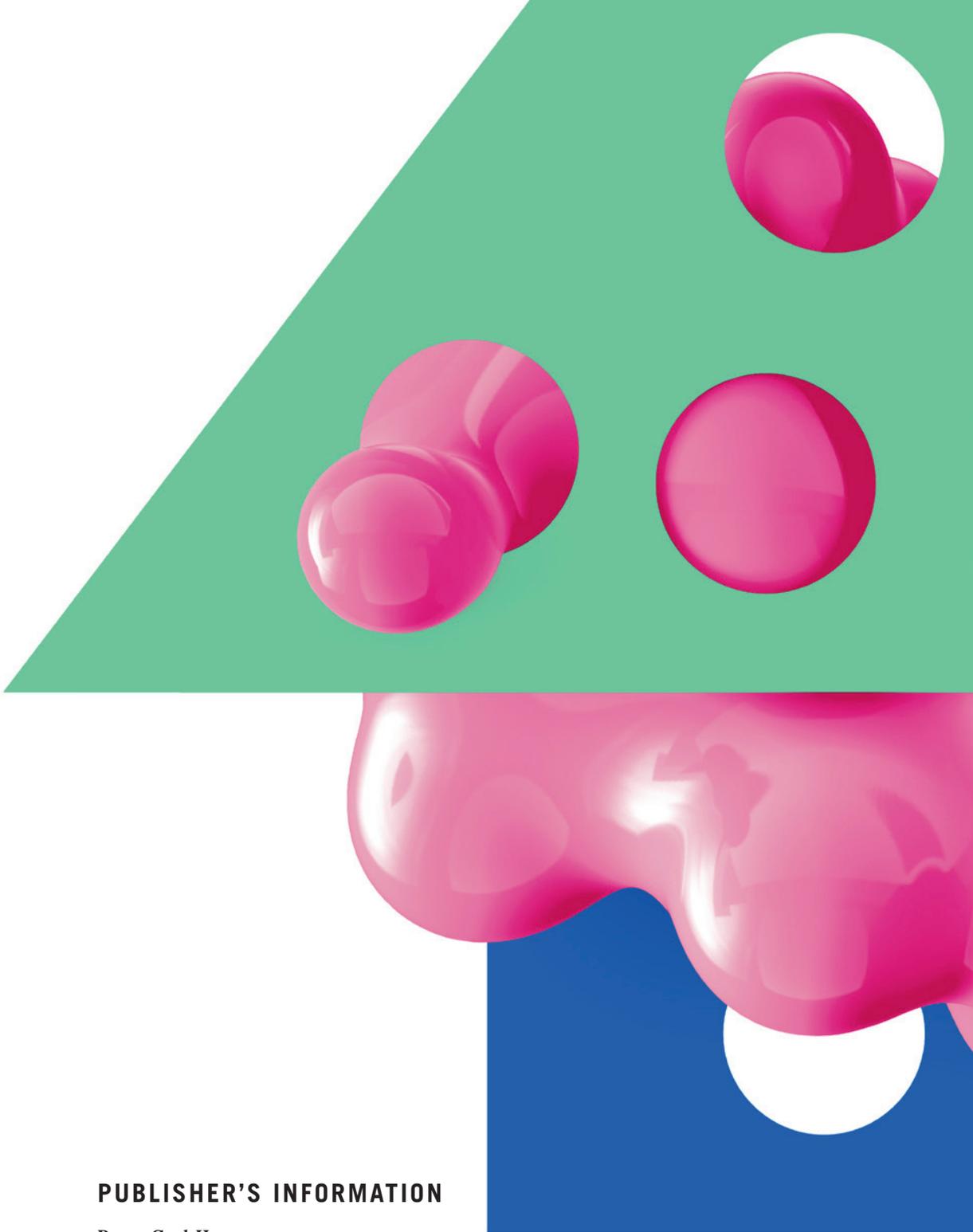
At Bene, we work with you to develop an individual path towards a modern working environment, where people, organisation, technology and space combine to form a harmonious whole and continue their dynamic growth.

We offer everything from advice and planning to designing and installing modern office spaces. And, of course, our customer service and logistics are impeccable.

The Bene team will be happy to help design your office and give you one-to-one advice.

For more information on the Bene Office Guide **EVOLUTION AT WORK**, see:

[BENE.COM/OFFICEGUIDE](https://www.bene.com/officeguide)



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