



Open Office Environment Etiquette

Learning Objectives

- Recognize and address common challenges to working in an open office environment
- Discuss techniques to remain productive in an open office
- Review strategies for working well with others
- Engage in interactive activities to practice and refine office etiquette skills

Course Agenda- 3 Hour Session

Module 1: Behaviors to avoid when working in an open office environment

- Be cognizant of noise levels
- Minimize strong scents
- Respect others' workspaces
- Avoid distracting others
- Respect shared office equipment

Module 2: Increasing and promoting productivity in an open office environment

- Keeping your workspace organized
- Schedule times to meet and talk with others
- Respect other's workloads and projects
- Techniques to tune out noise and distractions
- Minimize or eliminate personal tasks at work
- Establish quiet spots to work from when under pressure/deadline
- Developing flexibility and open-mindedness

Course Materials

- Participant workbook
- Presenter slides and outlines
- Case Studies and Media as appropriate
- Role play scenarios
- Post training assessment

Room Requirements

- Internet access for presenter
- Screen
- Projector (if not ceiling mounted then a table or cart will need to be provided)
- Training room must be able to comfortably accommodate the number of participants plus room to move around for various activities)
- Rounds or pods, small table for presenter's materials, chairs for all participants
- One Flip chart and easel for each round table (for small group work) and markers

Additional Requirements

- Elevate will choose training facilitators whose background and expertise will support the subject matter
- Instructors will use a variety of instructional methods including lecture, group projects, discussion, and role play
- Participants are expected to be actively engaged in the learning process