

Training Room Layouts & Training Table Styles

1. Training Room Layouts:

CA Office Furniture & Design believes that the layout of your Training Room is key to the success of your staff training. Furniture arrangement is dependent on:

- The space available
- The size of the audience
- The training style, level of participation and interaction required

There are many ways to set up a training room for a workshop. Different set-ups allow for different types of learning. To maximize the participation, consider how the room set-up will allow for interaction and learning.

I. Classroom

This tried and tested training room layout has its advantages if the participants will be doing individual work or work in pairs. Arrange training tables in a row with 2 seats per table or create long rows of tables with chairs on one side of the row facing the presenter.



II. U Shaped or Horseshoe

Setting up the tables to create a large U shape or horseshoe allows all participants to be able to see the presenter at all times. This training room layout is great for interaction, or when an instructor is demonstrating a process or is using visual aids. The tables provide a writing surface for note taking. Handouts can be easily distributed and breaking the group into pairs or dividing the participants into 2 large groups can be facilitated with this set-up.



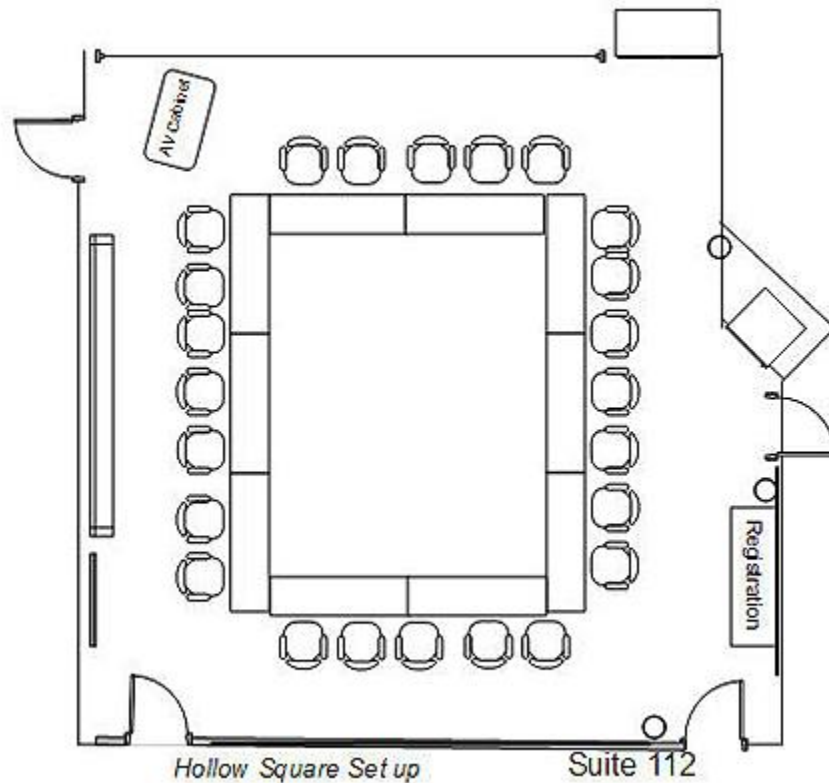
III. Boardroom

Placing rectangular tables up against each other to create a large rectangular table and then arranging the seats around the perimeter is called a boardroom set-up. This set up is ideal for a smaller group, or when the participants need to act as one group to make decisions and discuss content. The facilitator can be placed at one end or in the middle of the longer side.



IV. Square or Block Layout

Setting up the tables to create a large square is ideal for truly interactive meetings, where everyone is involved in a single conversation or a series of short presentations from other participants which do not require a screen and projector. This training room layout is great for collaborative and interactive events.



V. Theatre

This set up does not include tables. Chairs only are arranged for viewing a trainer or visual aid. Chairs can be arranged in a chevron (a wide V) to increase participant visibility.

It is important to realize, that when you run your meeting or training event, it's not just room layout that is important, it's about matching the room layout with the trainer's style. The room shape and design can make or break an event.

2. Training Table Styles

The type of Training Tables that you select, influences your ability to shift fluidly between the various Training Room Layouts that you require. CA Office Furniture & Design recommends the following styles of Training Tables to ensure maximum flexibility in your Training Room:

I. Nesting Training Tables

- Allows for quick setup, change, relocation & storage.
- Easily converts from classroom to conference to collaborative settings.
- Flip mechanism can be activated from either end of the table and locks into vertical and horizontal positions.
- Locking casters included.
- Decorative modesty panel standard.



Finishing Options:

- Cherry, Mahogany, Maple or Grey Laminate
- Black or Titanium Finish Frames

Prices:

- 4' = \$ 275 5' = \$ 325 6' = \$ 355

II. Multi-Purpose Training Tables:

- Modular components allow for flexibility & quick setup.
- Easily convert from classroom to conference to collaborative settings.
- Choose T-Arc or Post Legs with levelers.
- Locking casters can be added.
- Offers decorative modesty panels as an option



Finishing Options:

- Mahogany or Grey Laminate
- Black or Metallic Finish Frames

Prices:

- | | | | |
|---------------|-------------|-------------|-------------|
| • Post Legs : | 4' = \$ 185 | 5' = \$ 225 | 6' = \$ 250 |
| • Arch Legs: | 4' = \$ 215 | 5' = \$ 255 | 6' = \$ 275 |

The success of your Staff Training, will not only depend on the preparation that you do, but also the set-up and style of the meetings. CA Office Furniture & Design encourages collaboration in an open an interactive training environment. Feel free to contact us to assist you with the Layout, Design & Specifications of your training room.

CA Office Furniture & Design is focused on the Training Requirements of Businesses anywhere in Southern California. We also do Free Ergonomic Office & Cubicle Layouts as well as the Manufacturing & Installation of Furniture. Our ranges cover New Furniture, Refurbished Cubicles as well as Used Furniture.

Feel free to visit our Virtual Showroom at: <http://www.caofficedesign.com>

Products & Services include:

Office Space Planning and Design, Office Layouts, Cubicle Layouts and Cubicle Design, Relocation Project Management, New or Used Office Furniture, Used or Refurbished Cubicles. Office Desks, Office Chairs, Space Chairs, Task Chairs, Visitors Chairs, Lobby Chairs, Conference Chairs, Ergonomic Chairs, Desk Chairs, Training and Nesting Tables and Chairs, Filing and Storage Systems, Reception Desks, Reception Stations, Veneer or Laminate Conference Tables, Telemarketing Cubicles, Call Centers, Reception & Lobby Furniture, Modular Offices and Modular Walls, Executive Office Furniture, Executive Chairs and Cubicle Chairs, Office Cubicles, Office Walls, Panel Walls, Modular Panels, Meeting or Lunchroom Tables, Metal Desks, L Shaped Desks, Laminate Desks, Storage Desks, Reception Stations, Storage Cabinets, Utility Cabinets Lateral Files, Steel Storage, Filing Cabinets, Metal Files, Metal Storage, 2 Drawer Lateral, 3 Drawer Lateral, 4 Drawer Lateral, 5 Drawer Lateral Files.

Focus Areas include:

LA County: Agoura Hills, Alhambra, Arcadia, Azusa, Bell Gardens, Bellflower, Burbank, Calabasas, Carson, Cerritos, City of Industry, Commerce, Compton, Covina, Culver City, Diamond Bar, Downey, Duarte, East Los Angeles, East Pasadena, El Monte, El Segundo, Florence, Gardena, Glendale, Glendora, Hawthorne, Hollywood, Hyde Park, Inglewood, Long Beach, Los Angeles, Lynwood, Manhattan Beach, Montebello, Monterey Park, Norwalk, Paramount, Pasadena, Pico Rivera, Pomona, Redondo Beach, Santa Monica, South Gate, South Los Angeles, South Pasadena, Torrance, West Covina, West Hollywood, Willowbrook

Orange County: Aliso Viejo, Anaheim, Brea, Buena Park, Costa Mesa, Cypress, Dana Point, Fullerton, Garden Grove, Huntington Beach, Irvine, Laguna Beach, Laguna Hills, Laguna Niguel, Lake Forest, Los Alamitos, Mission Viejo, Newport Beach, Orange, Placentia, San Clemente, San Juan Capistrano, Santa Ana, Seal Beach, Stanton, Trustin, Westminster, Yorba Linda

Riverside County: Corona, Hemet, Lake Elsinore, Moreno Valley, Murrieta, Norco, Palm Desert, Palm Springs, Perris, Riverside, San Jacinto, Temecula, Wildomar

San Bernardino County: Chino, Chino Hills, Fontana, Ontario, Rancho Cucamonga, Redlands, San Bernardino, Upland

San Diego County: 4S Ranch, Camp Pendleton, Carlsbad, Del Mar, Encinitas, Escondido, Fallbrook, La Mesa, Oceanside, Poway, Rancho Bernardo, San Diego, San Marcos, Solana Beach, Vista