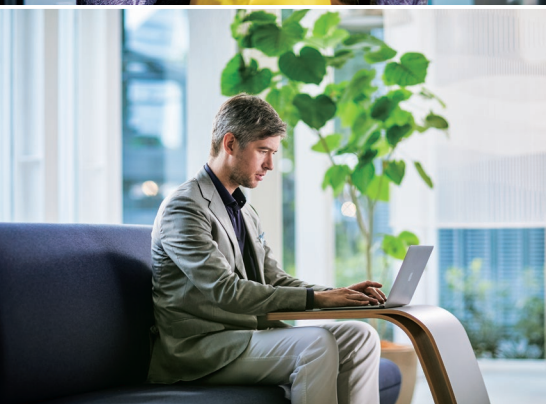


The Contemporary Guide to

# WORK STYLES

okamura





*Where we work shapes how we work.  
How we work shapes what we create.  
What we create shapes how we live.*



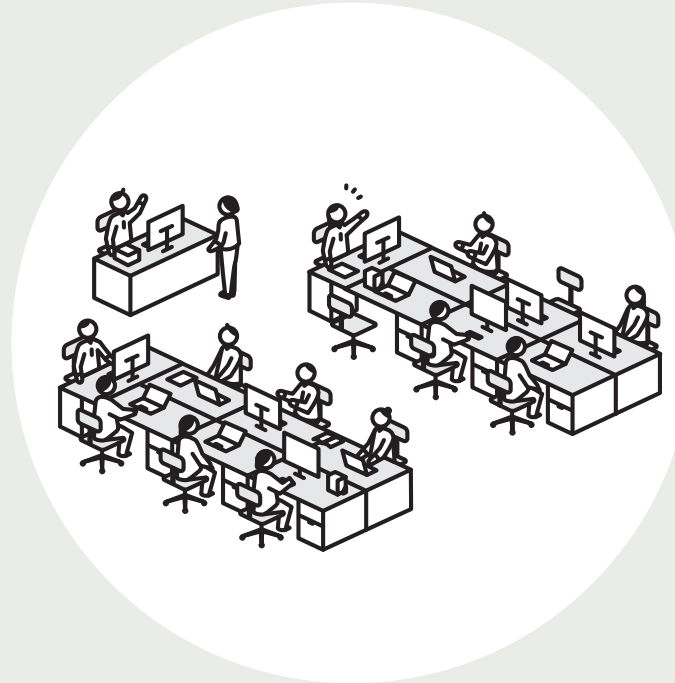
### **Work style is changing**

- bringing together the best of tradition with new thinking and global best practices.
- Understanding the interplay of people, architecture, and furniture in a space equips you to shape modern, high performing, human-centered offices.
- So your employees can work smarter and happier, wherever and whenever work happens.

# STYLES

As a global company, Okamura has studied best practices through history and from around the world to understand how office spaces are evolving. With more choices than ever, we are creating furniture that supports how people work best.

## Designated Desk Workspace



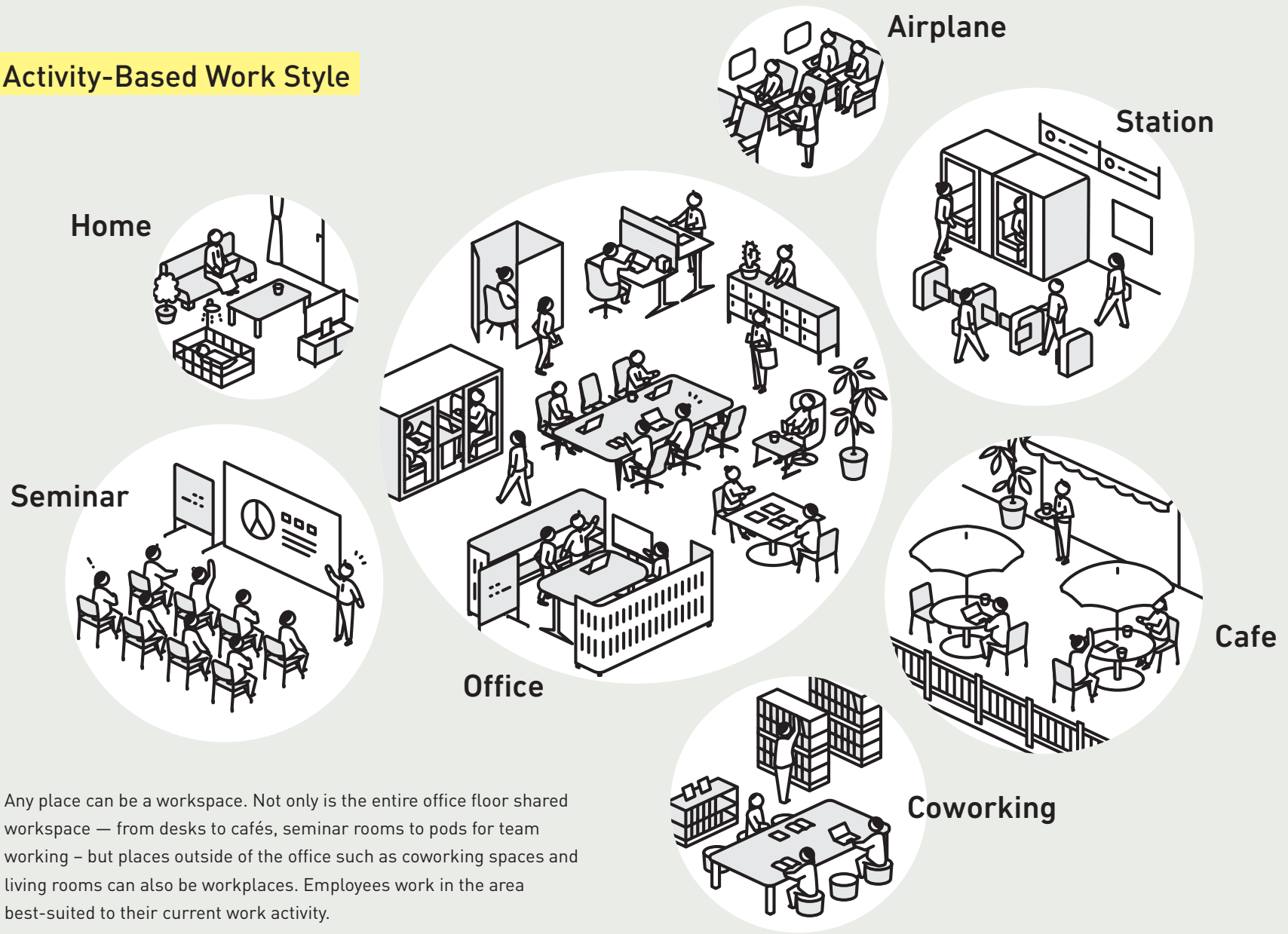
Whether corner offices, cubicles, or “owned” desks, each employee had their own dedicated place to work. It works great for professionals who work with confidential documents or those who work most efficiently in the same location.

## Hot Desk Workspace



“Hot desks” and hoteling means that everyone shares all desks, and are free to work anywhere in the open-plan office. It maximizes the use of real estate, encourages collaboration, and reduces isolation.

## Activity-Based Work Style



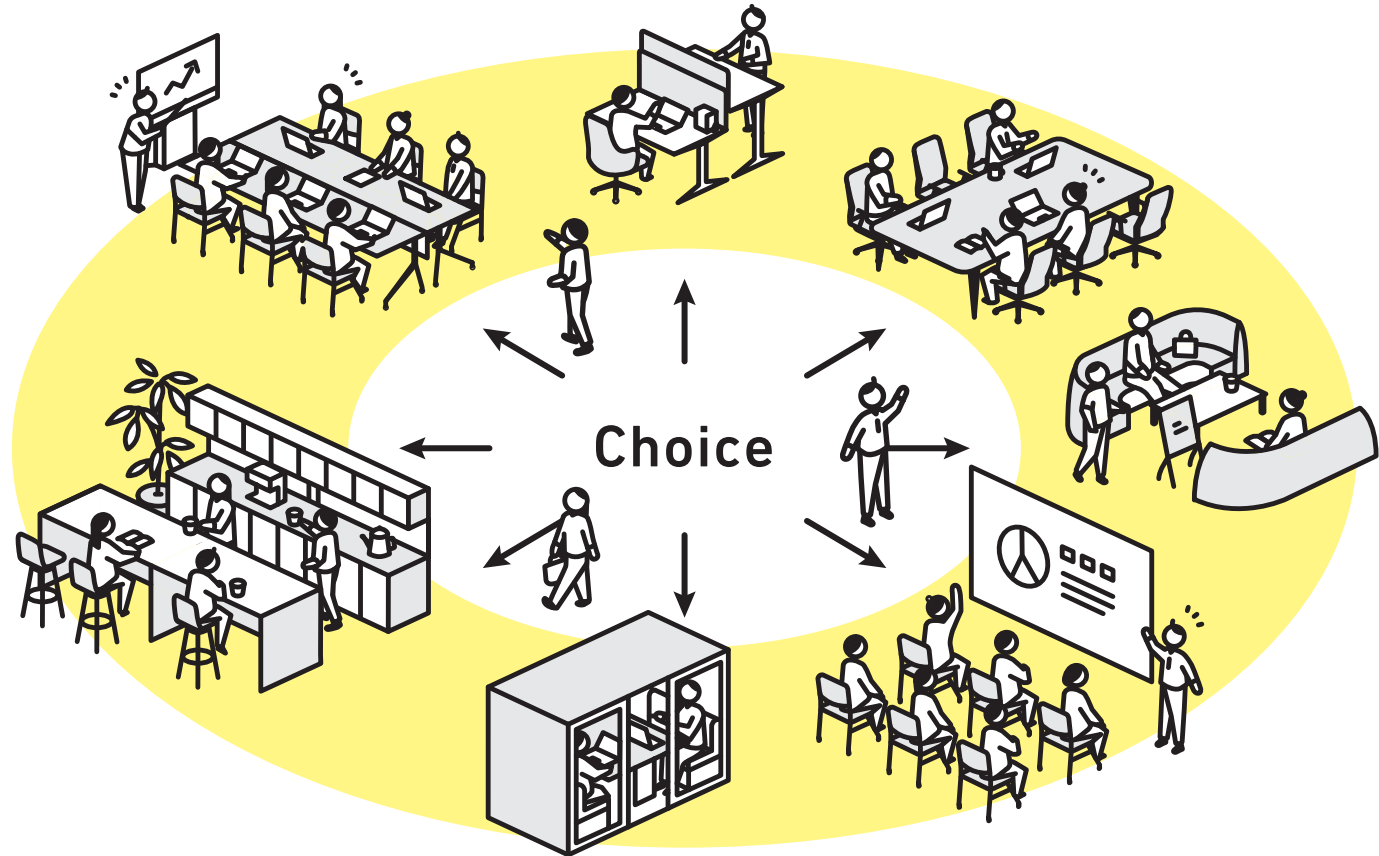
Any place can be a workspace. Not only is the entire office floor shared workspace — from desks to cafés, seminar rooms to pods for team working — but places outside of the office such as coworking spaces and living rooms can also be workplaces. Employees work in the area best-suited to their current work activity.

# VISION

## The Next Obvious Evolution

Drawing upon Designated Desk Workspaces, Hot Desking, and Activity-Based Work Style employees today are more accountable for how they accomplish individual work more than ever before. But most work projects are team work — individual efforts, woven together.

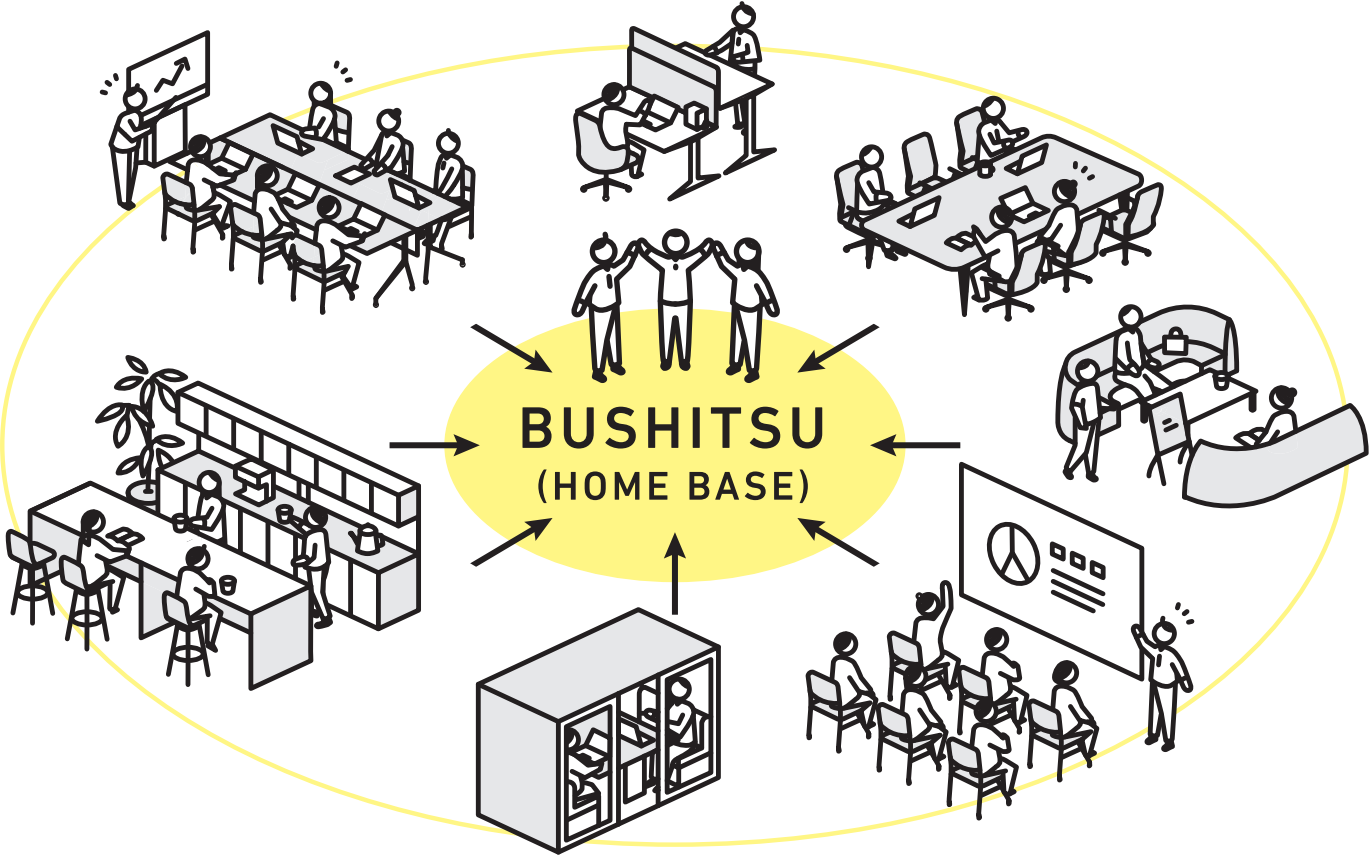
The future of work requires equal



### Individual autonomy:

Each employee chooses where to work, in order to bring his or her best efforts to the team.

parts of individual autonomy and teamwork.



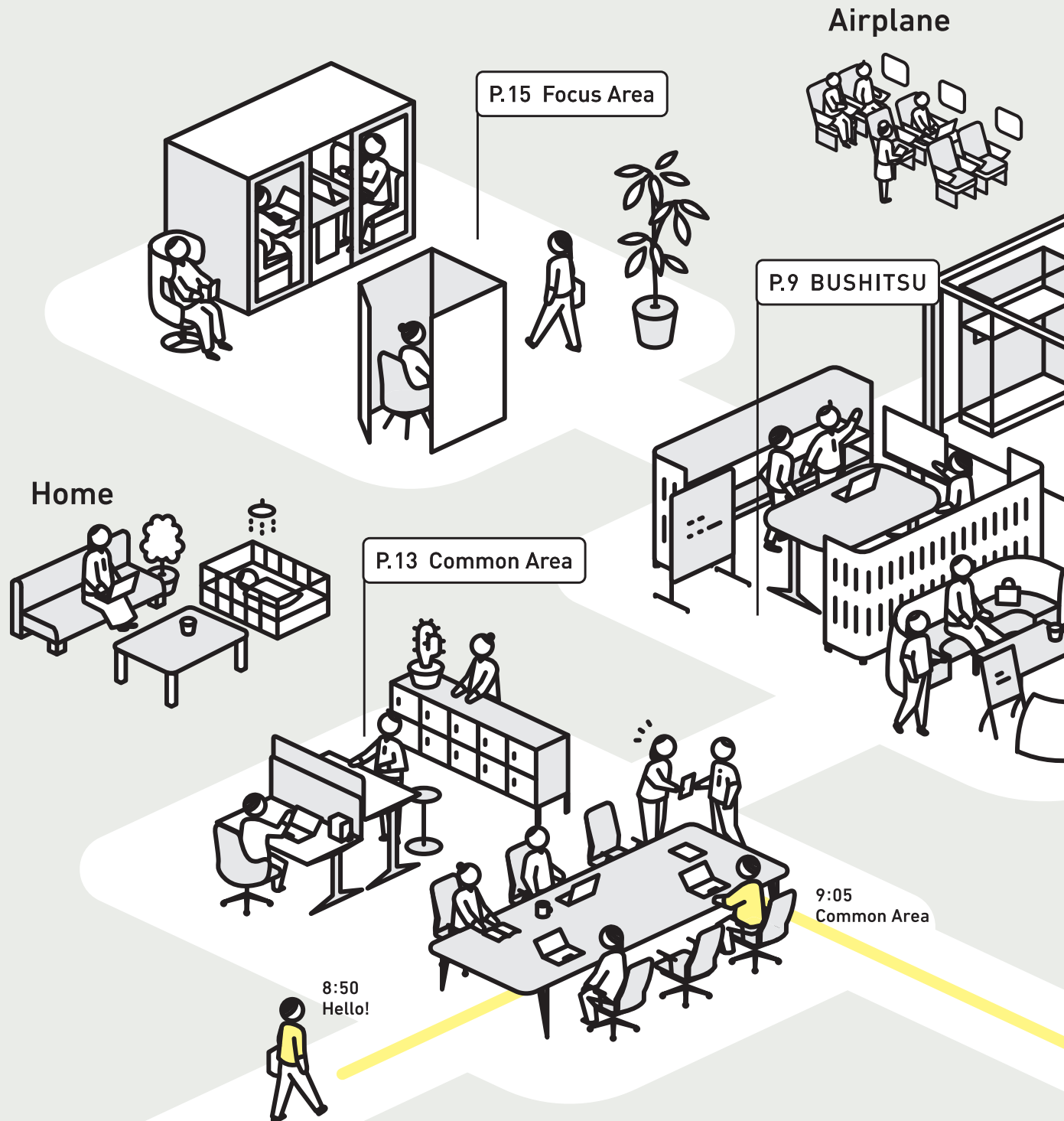
**Teamwork:**

For feedback, advice, or a sense of belonging there's always Bushitsu, where employees can come to connect with peers.

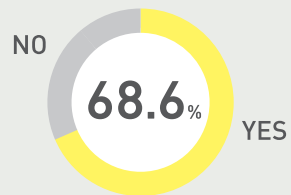
# SOLUTIONS

In today's offices, there is no one-size-fits all solution. Modern work styles are tailored to the individual, team, and activity — giving employees the freedom to find the space that makes them most productive.

In a world where business happens anywhere/anytime, Okamura has solutions to shape work styles that work.

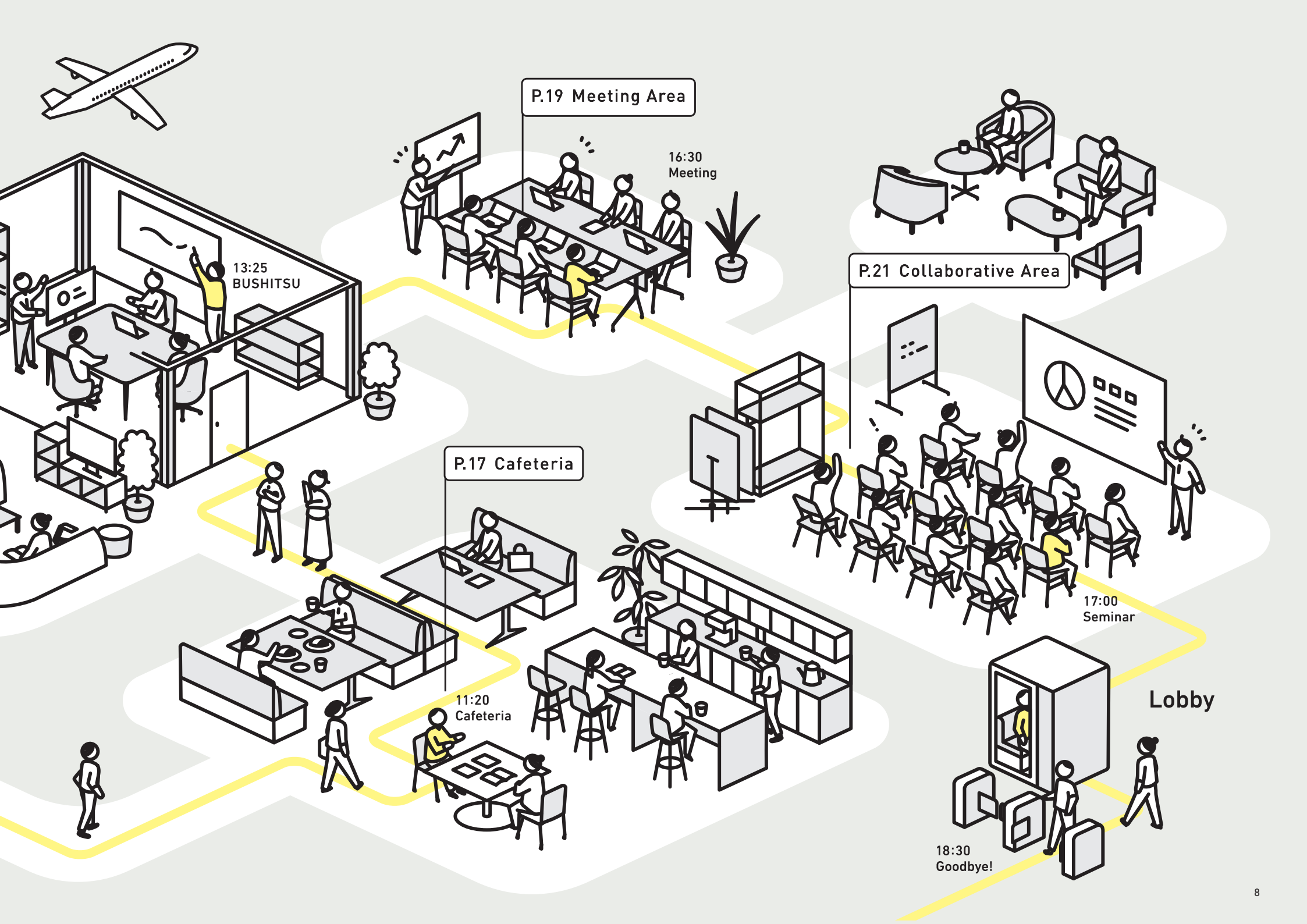


Does Activity-Based Work Style help carrying out the task more efficiently?



Source: Reserch by Okamura (2018)







BUSHITSU



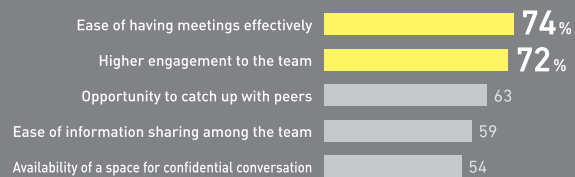
# BUSHITSU

Bringing team members together  
in their own space

In an era of workplace reform, Okamura introduces the concept of Bushitsu, named after afterschool clubs famous across Japan, where members gather in teams around shared purpose, activities, interests, and goals. Owned by everyone in a particular division or department, it's a home base that helps heighten one's sense of comradery and a feeling of belonging that often becomes obsolete when employees work individually.



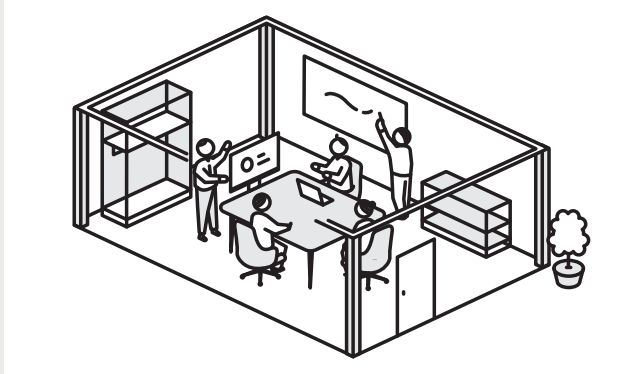
What benefits a Bushitsu brings to the workplace?



Source: Research by Okamura (2019)

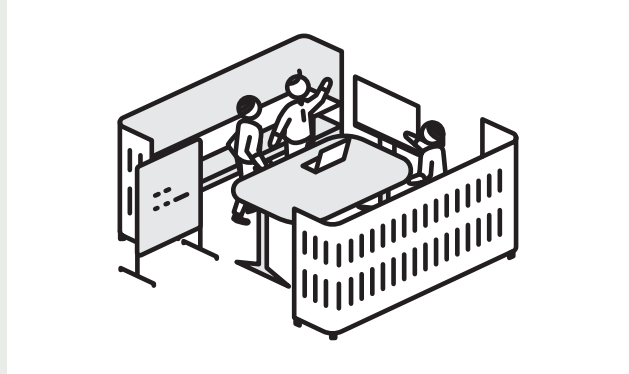
Within a Bushitsu, teams also come together to collaborate, heightening a sense of comradery and trust. The Bushitsu may have dedicated desks for the team where members can accomplish individual focus work, research, ideation, and preparation for presentations or reviews. And the same desks can be also used for team collaboration. Depending on the needs of each team, Bushitsu can be closed, semi-closed, or open.

Closed Bushitsu



Increases employee well-being through personalization of space with photos, mementos, and more. It can include "owned" desks in team rooms, private storage in a private office room setting.

Semi-closed Bushitsu



Flexible space with dividers that allow privacy within open areas. Monitors and whiteboards are equipped for quick exchange and sharing of ideas, as well as cabinets to store common tools that members share.

Open Bushitsu



Accessible and inclusive space, even non-members feel ease to chip in their ideas. Members take inspiration from open communication.



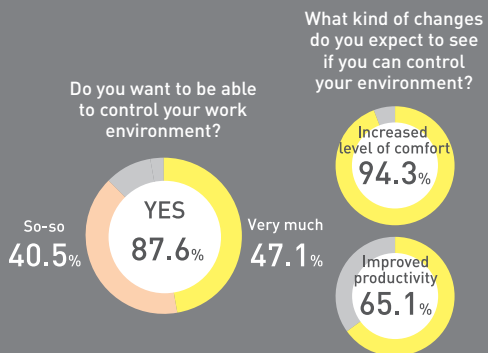
# COMMON AREA

Benching and shared desks maximize real estate.

Space for employees to accomplish daily operational tasks: checking email, scheduling, reports, etc. If you have a quick question for your coworkers, it's easy to ask and answer.

In a survey of corporate employees, 90% said that they want to control their work environment. Out of that 90%:

90% wanted to control their level of comfort;  
65% said that more control over their work area would increase productivity.



Source: Research by Okamura (2004)



# COMMON AREA



OREE + Sabrina



Manifold A + Sylphy



AF WORKSTATION + Luce



SW + Choral

# FOCUS AREA

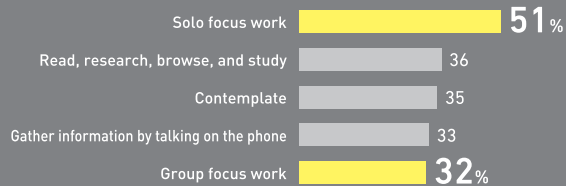
Solo or group-based, employees want space to focus.

When speed and accuracy are critical, or quiet time is necessary for reflection and coming up with new ideas, employees want to work without distractions.

Soundproof spaces also increase comfort.

In a survey of corporate employees who use multiple spaces according to their task at hand, they said it's always necessary to have space for focus work regardless of "solo or group work"

What activities are effective for maximizing your work output?



Source: Reserch by Okamura (2019)



# FOCUS AREA





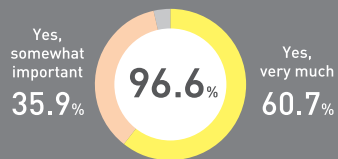
# CAFETERIA

Informal communication is key to success.

When looking to work in a casual way or relax on a short break employees want a space where conversation is open and flows freely. Impromptu interactions with acquaintances from other divisions and departments not only helps build team collaboration, but also job satisfaction.

In a survey of corporate employees, 96% said that informal communication is important to job satisfaction and even productivity.

Does informal communication play an important role carrying out your task?



Source: New Office Promotion Association



# CAFETERIA



Cafe table



Perlutz



NAGARE



Shared Space

# MEETING AREA

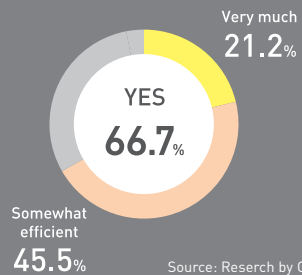
Efficient meetings boost productivity.

Meeting areas are hubs for sharing information, expressing ideas, and conducting reviews.

Designed for anything from formal board meetings to more casual briefings, and equipped with tools like whiteboards and large monitors, these spaces help keep business moving forward.

In a survey, 2/3 of employees said that standing-only meetings are more efficient and productive, requiring attendees to be attentive and reducing wasted time.

Is standing-only meeting efficient?



Source: Reserch by Okamura (2019)



# MEETING AREA



FLAPTOR + Runa



OREE + repiroue



S CONFERENCE TABLE + plimode



AF WORKSTATION + Grata

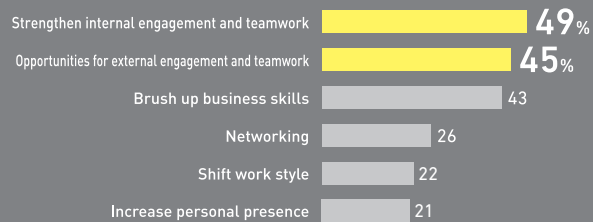
# COLLABORATIVE AREA

Collaboration is co-creation.

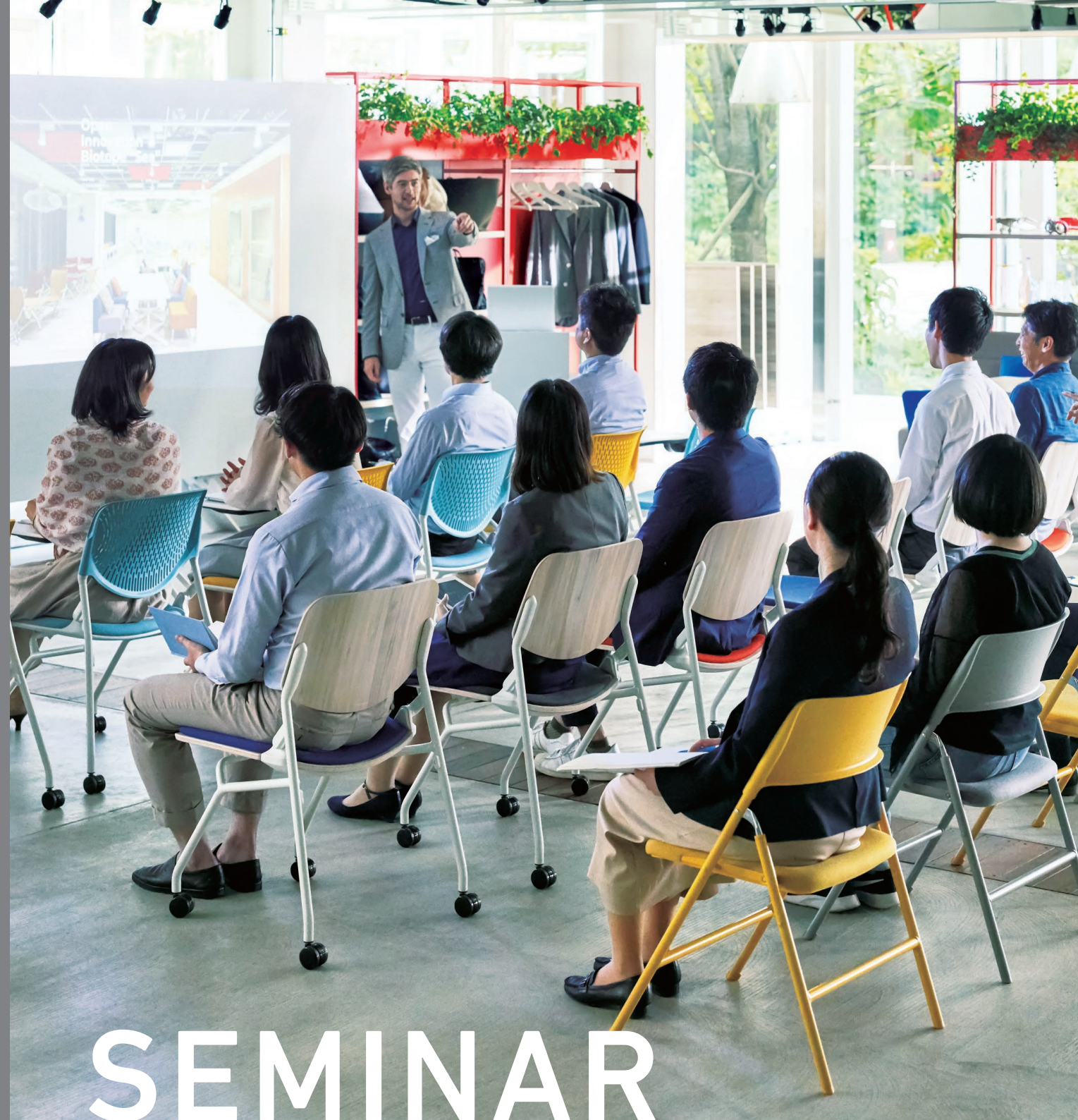
To share innovative concepts and build on the ideas of others, employees need spaces that are designed for open communication — whether with coworkers or clients.

These areas can also be used for training, external seminars and events, or project teamwork.

What can you do to prepare for working for better in the future?



Source: Research by Okamura (2019)



# SEMINAR



「働き方改革とオフィスを考える」  
プログラム

15:00	開場
15:30	イントロダクション
15:40	事例紹介プレゼンテーション
16:10	クロストーク
16:35	ディスカッション
16:50	質疑応答
17:00	ネットワーク交流会 (18:00)



# WORKSHOP



Runa



81T2



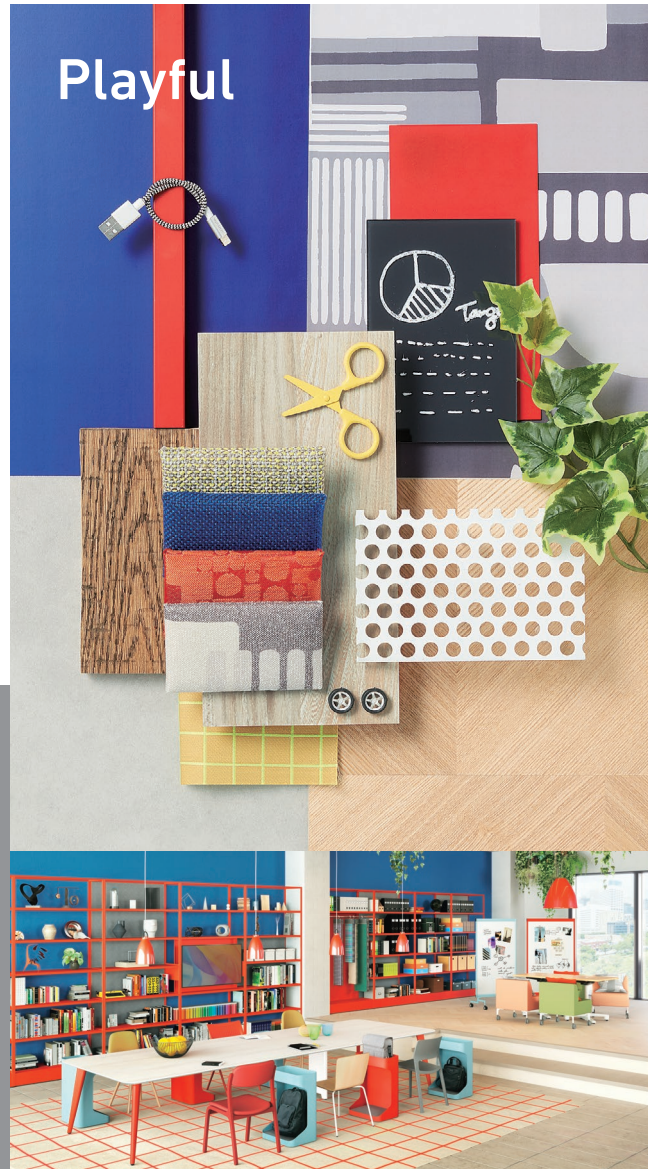
Grata



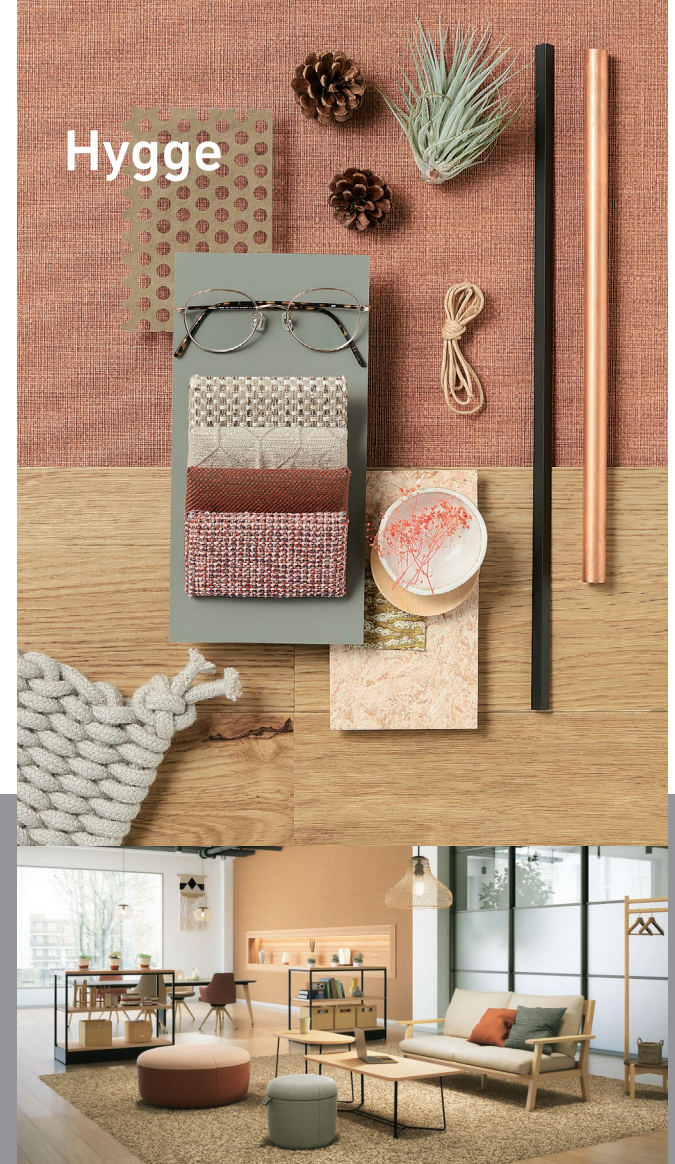
ZT

# CMF

Colors, materials, and finishes are essential to making workplace atmospheres attractive, and helping employees feel comfortable and engaged.



An open atmosphere with playfulness at its center, for the gathering of people and the exchange of ideas.



A relaxed atmosphere where an at-home coziness allows conversation to naturally flow.



A serene atmosphere to calmly collect your thoughts and turn your hand to tasks.



*Color*  
*Material*  
*Finish*

An atmosphere for focus, whether in a team or alone, settle in, get comfy and get to work.



*Choose your work styles*

# Locations



## TOKYO

### Okamura Corporation

Location : Hotel New Otani,  
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North Point, Hong Kong  
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## JAKARTA

### PT. Okamura Chitose Indonesia

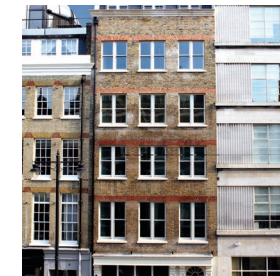
Location : Midplaza 2, 22nd Floor,  
JL Jenderal Sudirman Kav 10-11,  
Jakarta Pusat 10220, Indonesia  
TEL : +62-21-572-3925



## KUALA LUMPUR

### Okamura International Malaysia Sdn. Bhd.

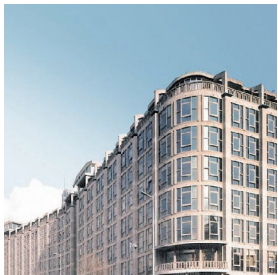
Location : Unit 13-02, Level 13, Q sentral,  
2A Jalan Stesen Sentral 2, Kuala Lumpur  
Wilayah Persekutuan, Malaysia  
TEL : +603 2732 9827



## LONDON

### London Branch

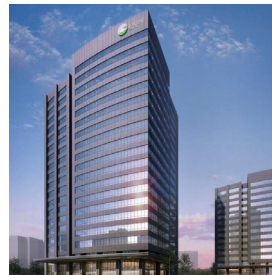
Location : 1st Floor, 54 Hatton Garden,  
London EC1N 8HN, UK  
TEL : +44-20-3077-5930



## ROTTERDAM

### Rotterdam Branch

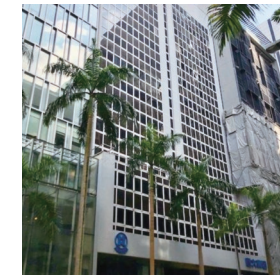
Location : Stationsplein 45, Unit B7.043,  
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**OKAMURA**

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The products listed in this catalog are available as of March 2020. Please note that specifications, dimensions, and colors are subject to change without notice. The colors of the actual products may differ somewhat from the colors shown in the catalog, depending on printing conditions.

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