

Session Design: Things to Think About

We're excited to work with you on your upcoming event and are committed to helping you and your team make progress towards your goals.

This document provides quick insights from our research and experience. Sometimes, our clients find it useful to share this document with leadership, a manager or colleagues to assist with internal discussion and clarification.

Take a few minutes to read through these ideas. Your Session Designer will be happy to discuss your upcoming offsite and answer any questions!



Let's start with what you want to do.

YOUR SESSION DESIGNER CAN TALK YOU THROUGH ...

How space is designed to ensure your best outcomes. We believe that the space should conform to your needs, not the other way around. The furniture is highly ergonomic, ensuring all day or multi-day comfort. It is flexible, allowing you—or our team—to change the room throughout the session to best accommodate different activities. We even have spaces for the things we know happen every day, like quick phone and video calls.

Using meals and snacks as part of your meeting design. Healthy meals, snacks, and beverages are included with every session. We cater to special dietary needs and allergies with advanced notice. We also consider when, where, and how to serve food and beverages. Meals and snacks can be a purposeful disruption to help you better manage your session. We can even incorporate fun add-ons like sushi rolling to encourage team-building!

Decisions around in-room technology. How do you want participants to interact? Will they present, listen, and/or collaborate? Each studio includes integrated, user-friendly technology that allows you to control your meeting experience. We offer a variety of technology, from proprietary digital collaboration tools to projectors, in-room audio and temperature control systems, Polycoms, robotics, and more. HD video conferencing is offered at an additional cost, to help you connect with remote participants.

In-studio tools and techniques to help structure, capture, and communicate your offsite discussions. We have a variety of tools set in the room already, like paper, pens, and sticky notes in various colors. Sticky notes can help you organize thinking during your session and speed-up synthesis later. We stock other tools, like Gatorboard®. Do you use frameworks in your sessions? If so, we can have them printed and placed on your studio walls. Note, our Innovation Studio is stocked with even more props and tools to help your team accelerate ideation and collaboration.

THINGS TO THINK ABOUT ...

- How do you see the space transforming to support your activities?
- Do you have any special dietary restrictions or special needs for meals and snacks? Could mealtimes be an opportunity for more than just refueling?
- How are you using technology? Would analog or digital tools, or a combination of the two, work best?
- What are you trying to accomplish? Might supplies and frameworks help?

DID YOU KNOW?

When you post your agenda in the space, you have a 70% chance of completing it, but if you don't, that number falls below 60%.

GUEST EXPERIENCE

"One of the things I appreciate most is that meals are served outside the room, forcing us to take a mental and physical break from the work, and using the time to build our team connections and relationships."

—Global Consumer Goods Company

HOW IS WORKSPRING DIFFERENT?

Our Experience Assistants are dedicated to supporting you. We'll do and deliver whatever you need to adjust throughout your session—just ask!

Now, tell us a little about your department and organization.

YOUR SESSION DESIGNER CAN TALK YOU THROUGH ...

How to effectively manage traveling or out of town groups. We have established hotel partners and can help with accommodations. We have car service if you need it, directions and maps to explore the city or arrive at Workspring via public transportation. We can arrange dinner or event reservations and other fun things to see and do. We've even set up city scavenger hunts!

How external speakers, experts and facilitators can support meeting objectives. We have established relationships with a number of different speakers, experts, and facilitators who work with us and our clients regularly. Sometimes an outside perspective or voice can help teams achieve a breakthrough in thinking or discussion.

How to mix up a group, add energy or eliminate the "status quo." We can help organize activities like yoga that gets people centered, team-building games that help them get to know each other better, and simple wake-up activities, perfect after lunch. You can lead these activities yourself or we will happily lead them for you!

THINGS TO THINK ABOUT ...

- In a few words, how you would describe the group being assembled?
- What are the current challenges or opportunities that you plan to address either explicitly or implicitly through the off site?
- Is increasing familiarity, trust, and comfort between attendees a goal of the session?

DID YOU KNOW?

Many of our studio setups do not have a "head of the table" seat. This gives a sense of democracy and encourages each participant to have a voice.

GUEST EXPERIENCE

"We love the natural light at Workspring. It helps us feel more energized, while enjoying beautiful city views."

—Global Pharmaceutical Company

HOW IS WORKSPRING DIFFERENT?

We can help with printing or securing special items. Are you coming from out of town and need extra help getting an oversized print produced or securing a special treat for your team? Just ask.

Finally, and perhaps most importantly, what does success look like?

YOUR SESSION DESIGNER CAN TALK YOU THROUGH ...

Our purpose-built Innovation Studio. Our space is inspired by the latest research from an innovation team at Steelcase that studied how to support breakthrough thinking, the innovation process, and the unique ways teams work together today. With hyper-flexible furniture and technology, the Innovation Studio accommodates multiple work zones and helps teams adjust fluidly as innovation happens. It's stocked with special tools and props to support the innovation process, from problem identification to ideation and pitching. Even the colors in this space promote energy and connectedness.

Strategic use of breakout groups. Dividing your team into breakout groups can make a big impact. If this is a new team, you may want to shake these groups up throughout the session to see who works well together and who might have some friction. These insights can be really helpful when you need to assemble project-based sub-teams. Further, providing some physical separation, with breakouts in separate spaces, can help groups engage in deeper thinking and produce more—and better—ideas.

Day-of peace of mind. Our dedicated Experience Assistants help you adjust on the fly. We know that even the best plans can easily go awry. If you need to improvise, Experience Assistants are always available to help, from rearranging furniture to finding an unexpected tool or assisting with last-minute printing.

What happens after the session. What will you need to share out and to whom? We can help in a few ways. We have Digital Data Capture to quickly record and synthesize your meeting outputs, charts, stickies, and notes. Some groups ask us to take photos to capture moments and add to their session recap. For longer-term projects, we can also collect and store your meeting props, frameworks, and files and stage them for your next session.

THINGS TO THINK ABOUT ...

- What does success look like to you? To your leadership or manager?
- What type of feedback do you want to hear at the end of the session? How will you know it went well?
- Do you have any concerns about the session going well?

DID YOU KNOW?

Taking a group photo at the end of the offsite or some action shots while the meeting is in progress can be a good way to document the day's progress for your leadership team, organization or client. Documenting your day helps intra-company communication, and a quick social media post might please your marketing team too!

GUEST EXPERIENCE

"Everyone raved about the space, the service, snacks and food. It was a hit, and we will definitely be using Workspring again. I also want to mention [the team]. They did a phenomenal job, and I didn't have to worry about a thing. It made the entire process seamless."

—Chicago-based Design Company

HOW IS WORKSPRING DIFFERENT?

We regularly help host and celebrate meeting milestones and team socials as part of the offsite experience. One client even hired a Polka band recently!

What happens next?

For really personal guidance, contact your Session Designer to schedule a Stage the Day Tour. You'll meet at Workspring to discuss your event in detail—from the agenda to furniture layout, technology, and more—and how Workspring can help you achieve your desired outcomes.

Alternatively, you can simply call or email your Session Designer with any questions or special requests.

Either way, we will be in touch before your event to make sure that we have everything covered. We look forward to welcoming you to Workspring!



YOUR SESSION DESIGNER

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Notes

A series of horizontal dotted lines for taking notes.