



How to build a productive yet cozy office in Bangladesh

Setting up an office space can be challenging. Being considerate of every single detail and need of the stakeholders can make the process more demanding than it appears. You can start by deciding the kind of corporate culture and dynamic you want to foster in your firm, because the way you design your office directly shapes it.

Do you want to create a casual setup where employees feel right at home? Or, do you prefer a more formal-looking setup where clients visiting the place feel like your office is highly functional and productive?

It is important to set a clear theme that reflects your corporate culture beforehand. The décor of the office should represent your company's brand image the moment someone enters, whether a client or candidate looking to work here.

With that in mind, choose a wall colour that goes well with the colour shade of

your company logo. The reception deserves special attention as it can also serve as the waiting room for the visitors. Consider this the first impression they will have about your firm. Choose visitor chairs, paired with a centre table to tie the seating area together. This way, the visitors will instantly form a positive opinion about your firm while they are waiting.

In the workstation or bullpen area, where employees spend most of their time working, minimalist and modern pieces go a long way. Choose spacious desks with drawers or compartments for files. Many offices now prefer ergonomic swivel chairs, which are famous for supporting the back and helping with the sedentary nature of desk jobs.

If you have a smaller space, you could utilise it by getting a single workstation table that is divided into four sections and

thus can function as cubicles. For storage facilities, a multipurpose shelf, side rack, or file cabinet can help keep the area organised without overwhelming the room.

Often, the focal point of the office, the director's or the CEO's office, should maintain a consistent décor that sets an authoritative tone. Go for a director's table paired with a leather swivel chair. For visitors, two additional chairs are enough to keep the room functional without crowding.

Every office needs a dedicated meeting room, commonly referred to as the conference room. For a classy look, opt for a round-edged Ontario table. If you prefer a table with a sharp edge, choose a Huckleberry table for the meeting room. Make sure the chairs complement the design.

With mental health becoming a priority in many workplaces, a common room goes

a long way. This is where employees can unplug, reset, take a break and engage in friendly banter with their colleagues. Fixed chairs, paired with a tea table, a setup that encourages a brief escape from work, can rejuvenate employees for creativity at work.

Whether you are getting furnishings for your office from scratch or simply upgrading it, getting new furniture may seem like a big investment. However, it does not have to strain your budget. Simply, look for furniture brands that offer Equated Monthly Instalments (EMI), allowing you to spread the cost and pay the amount in manageable portions over a predetermined period of time. This way, your business can get the right start without putting too much pressure on your cash flow.

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