

Anglais	BTS Comptabilité et Gestion	Session 2019
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Sujet n° 14

4 Ways to Improve Your Office's Work Environment

Your work environment impacts your mood and performance. That's why creating a productive work environment is critical to the overall success of your company.

1. Hire great team members: Make sure employees are professional and team players. When employees work with toxic workers, they are more likely to become toxic themselves.

5 **2. Improve the lighting:** Lighting plays a vital role in workers' performance and attitude. An article by MBA@UNC, the University of North Carolina at Chapel Hill Kenan-Flagler, states that exposure to natural light improves mood and energy, greatly impacting focus and productivity. Blue-enriched light bulbs may also reduce fatigue and increase happiness and work performance.

10 **3. Make the office comfortable:** Working in a clean, attractive office can have great effects on co-workers and manager relationships. For example, give your employees the flexibility to choose to work where they're comfortable, including comfy chairs or a choice of whether to sit or stand at their desks. Also trust your employees to manage their own time.

15 **4. Improve communication:** Team members and upper management should focus on their communication methods and the effects they have on the office environment. "Employees are motivated and feel valued when they're given positive reinforcement". This means offering employees specific feedback on how their work. But employees shouldn't be the only ones being evaluated. Managers should be open to feedback as well. Don't forget to show gratitude
20 for hard work. "It ignites enthusiasm, increases innovation and builds trust."

Adapted from *Business News Daily*, November 2018