

SEATING ARRANGEMENT



Groups



- Brainstorming or info sharing - circular seating arrangement
- Conference style with leader in the middle of long table side
- Presentations - all facing presenter and presenter near screen/board
- Negotiations - you take higher seat in more authoritative area

One On One Meetings



- Opposite of each other is most intense
- Side by side - casual, less intense, possibly uncomfortable
- Diagonal - less pressure, but still intense to do work
- Equal, comfortable seating
- Quiet area