

THE TRAINING ROOM GUIDE



MOTILDE

INTRODUCTION

Training rooms are spaces for learning but also for meeting, exchanging and collaborating.

Whether you are responsible for training in a company, an administration or a training center, we have put together some tips and tricks to create a functional, efficient and comfortable space.

Setting up a training room can be a real challenge. It is important to take the time to think about your objectives and needs to avoid mistakes. Depending on the type of training you want to deliver, the equipment and layout needed will be different. If the room is to be multi-purpose, you will need to opt for modular equipment. Conversely, if you have a clear idea of how the training will be delivered, the equipment should be calibrated for that purpose.

In this guide, we will discuss three essential chapters for setting up your training room: the ideal location, the layout and design of the room, and the technologies to support your training.

Enjoy your reading!

SOMMAIRE

- 1 The right location for your training room
- 2 Layout & design of a training room
- 3 Technologies to support your training

THE RIGHT LOCATION FOR YOUR TRAINING ROOM

ENVIRONMENT

The choice of location for a training room is not neutral. It is important that participants are in an environment conducive to learning and concentration.

- **Communal areas** (e.g. the food/coffee area) should be close to the training room, but not directly adjacent, so that their bustle is not a distraction to those in the room.
- **Toilets and storage areas** should be close by, although it is preferable for cupboards to be located within the training room itself.
- **Relaxation areas** should be provided if you plan to run long courses. If possible, it is therefore advisable to place your training room next to an outdoor area, which is more conducive to a rejuvenating break.
- On the other hand, it is advisable to place the training room **away from the workstations** in order to ensure a certain break from the urgencies and demands of daily life.

SIZE OF THE ROOM

If you are looking to promote proximity and conviviality, opt for a smaller space. In the case of one-to-one coaching, for instance, a small, warm and well-equipped room will have a more effective effect than a 150m² room.

On the other hand, if the training involves games and sub-group exercises, you should opt for a large space. Participants should be able to move around easily, and the trainer should have the space to reconfigure the space.

IT IS ADVISABLE TO ALLOW AT LEAST 2 SQUARE METRES PER PARTICIPANT.

→ Adapting the size of the room to the number of participants and the type of training is crucial to ensure a conducive learning environment.



LAYOUT & DESIGN OF A TRAINING ROOM



Before starting to design your training room, it is essential to have a clear understanding of the objectives and needs behind it.

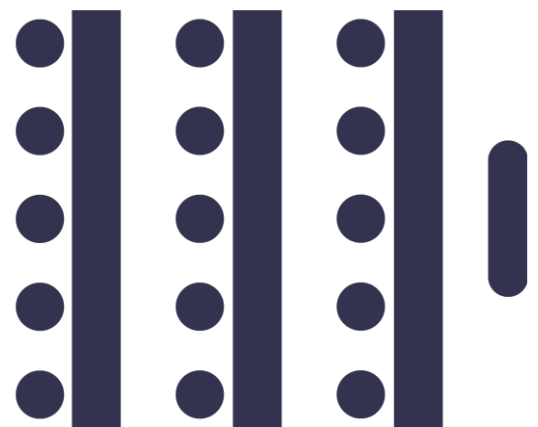
The design of a training room is a project that requires a comprehensive study to meet ergonomic and material management requirements. Pay attention to the objectives of your training, the shape of the room and the desired level of interaction between the facilitator and the participants.

LAYOUT



The arrangement of tables and chairs in a training room depends on how the content will be delivered to the participants. Different configurations allow for different types of learning:

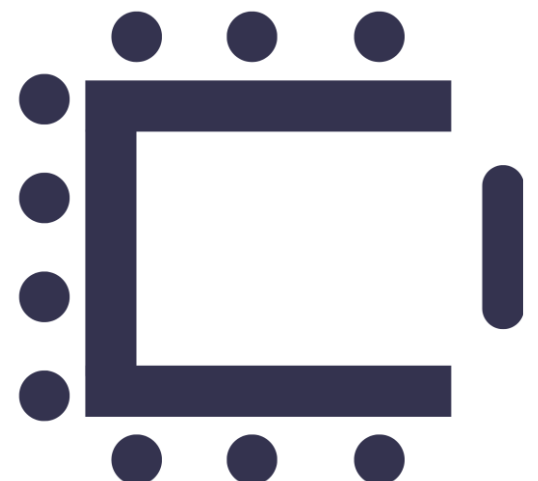
1. AMPHITHEATRE OR CLASSROOM

-  **Advantages:** The compactness of the tables allows for a maximum number of participants
-  **Disadvantages:** Poor contact between trainer and participants. The back rows are obstructed from seeing the main screen. Not everyone can see everyone else.





2. U-SHAPE OR HORSESHOE

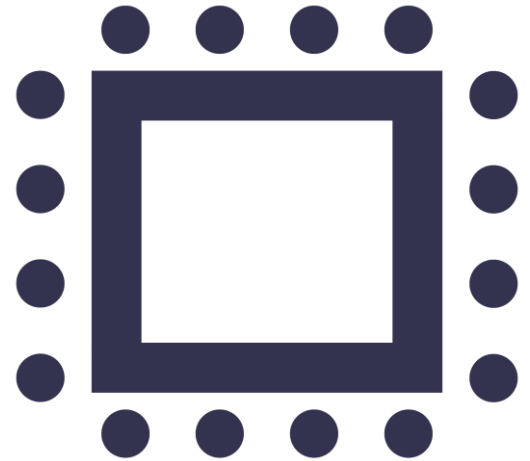
-  **Advantages:** The trainer can walk around the U-shaped space, in direct contact with each person. Everyone can see everyone.
-  **Disadvantages:** Less capacity of participants.





LAYOUT & DESIGN OF A TRAINING ROOM

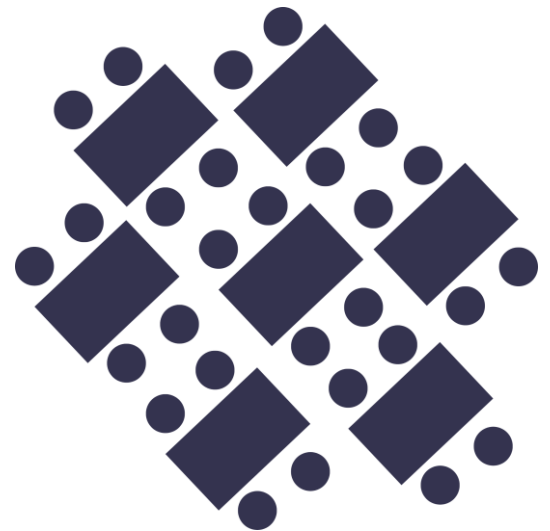
3. CIRCLE ARRANGEMENT

-  **Advantages:** Everyone can see everyone. Democratic style (no "chairperson" position)
-  **Disadvantages:** A lot of unusable space (center of the table) and problem of visibility of the big screen by all.





4. CLUSTERS

-  **Benefits:** Perfect for sub-groups. Encourages mixing. Trainer or presenter can move around easily
-  **Disadvantages:** Not everyone can see everyone. Can encourage inattention. No place for a large screen for everyone to see.



5. V SHAPE (recommended by Motilde)

-  **Advantages:** The trainer can walk around the V-shaped space, in direct contact with each person. Everyone can see everyone. The view from the main screen is ideal and the camera can also see everyone
-  **Disadvantages:** Less capacity of participants.



LAYOUT & DESIGN OF A TRAINING ROOM

DESIGN

Uniform **lighting** creates a more comfortable environment. In addition, installing a lighting system that can dim and adjust allows for smooth transitions from dialogue to content presented via screens. Today, there are cost-effective LED installations that allow for easy adjustment of intensity and color temperature.

Comfortable and ergonomic **chairs** are essential. Training sessions can easily last half a day or more, and if your participants are uncomfortable, their ability to concentrate and acquire knowledge can drop considerably.

Provide sturdy **tables** (occasional participants are not always careful with equipment) that can also be easily folded and moved to different configurations. Mobility has become a key issue in training rooms. Reconfiguration of the space must be easy. In addition, the connectivity must adapt to this mobility by allowing participants to use their PCs regardless of the table layout.

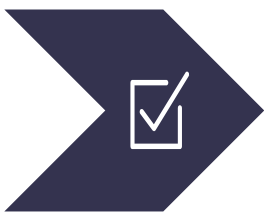
In addition to the footprints of chairs and tables, your **floor space** should be clear. This allows the presenter to move freely among the participants. For safety reasons, everyone should be able to leave the room quickly if it is necessary to evacuate. A cluttered room can cause stress and anxiety.



LAYOUT & DESIGN OF A TRAINING ROOM

EQUIPMENT

Apart from the technological and display equipment (which we will discuss in detail in the next section), it is important to ensure that the training room has all the necessary equipment to enable participants to follow the course in the best possible conditions. For example, do not forget:



Electrical sockets: Make sure that the room has enough electrical sockets to connect all the equipment needed for the training. Thinking about this detail beforehand will avoid the use of extension cords and multiple sockets: the kind of improvised installation that can become dangerous.



A good Internet connection: Whether it is by Wi-Fi or by cable, an Internet connection is an essential part of any training session.



A coffee machine and a water cooler keep participants hydrated and focused throughout the day. This also shows a particular attention to the needs and well-being of the participants.

The storage spaces provided in the room should contain the basics for a successful training: pens, post-its, Velleda markers, etc.



TECHNOLOGIES TO SUPPORT YOUR TRAINING

Through more effective visuals and interactivity, AV solutions can help trainers better facilitate their learning content in a way that builds understanding and engagement. Here are some AV technologies suitable for training rooms:

VIDEOCONFERENCING TECHNOLOGIES

Distance learning has become a classic, whether it is the trainer(s) or the learners who are at a distance. The main tool here is of course a qualitative video-conferencing system, which should enable remote teachers and students to hear and see each other without fatigue on either side.

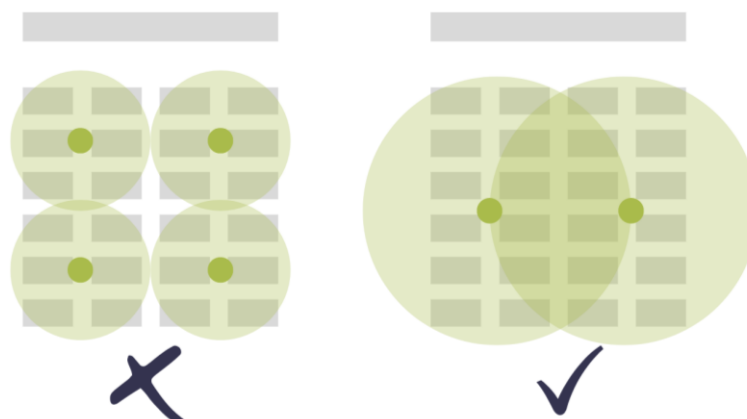
Using this technology, it is also possible to interconnect several training rooms for a single session, thus offering a multiplication of the transmission of knowledge.

In order to deliver optimal video and sound quality, videoconferencing systems combine screens, cameras, microphones, a central audio unit, speakers and codecs, which must work in harmony to avoid any sound or visual quality problems.

TRAINING ROOM: THE IMPORTANCE OF SOUND

For large training rooms, it is important to ensure that participants at the back can clearly hear the teachers.

In these rooms (typically larger than 25m²), advanced solutions that use strategically placed speakers and microphones to maintain a uniform volume throughout the room should be considered. However, care should be taken in the choice and positioning of this equipment.










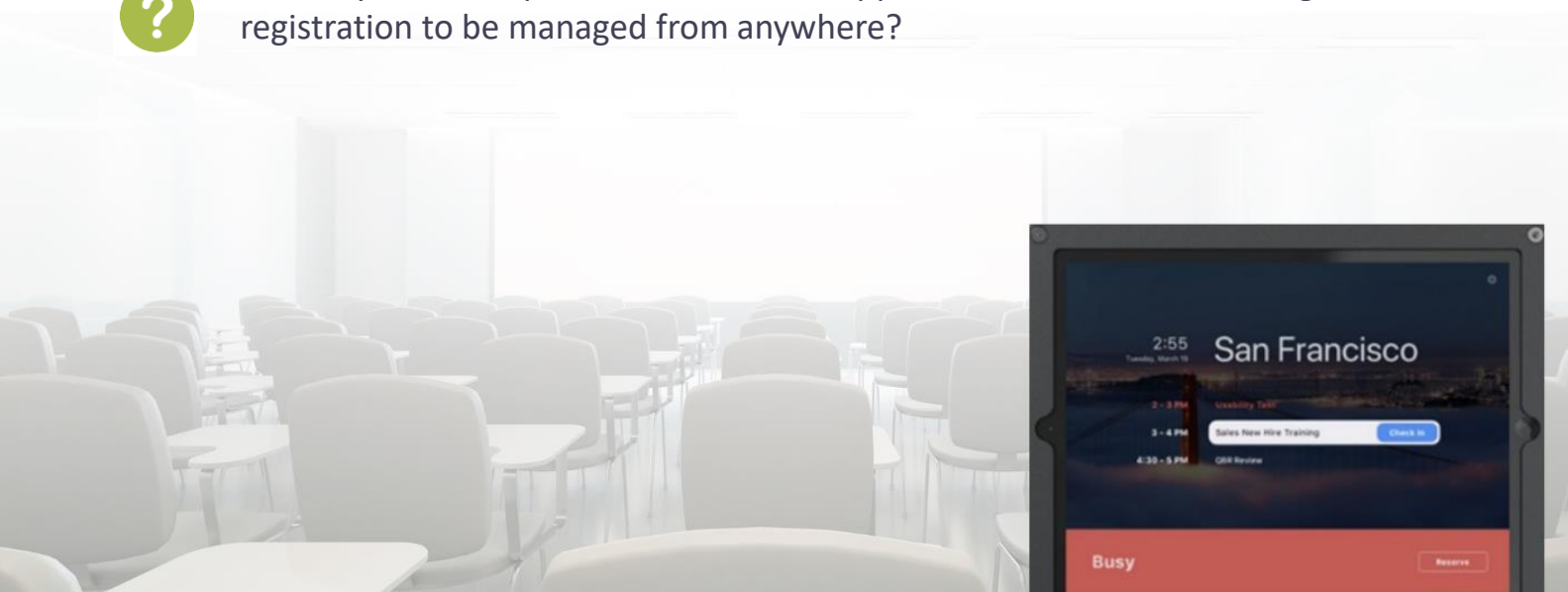
TECHNOLOGIES TO SUPPORT YOUR TRAINING

ROOM BOOKING SYSTEMS

Training room reservation systems are essential tools for companies and organisations that need to plan training sessions on a regular basis.

QUESTIONS TO ASK YOURSELF BEFOREHAND

-  Is the system easy to use / does it require advanced technical skills to install?
-  Is it compatible with existing room equipment, such as projectors and computers?
-  Can it handle multiple training sessions at the same time and ensure availability of the room and equipment?
-  Does the system offer reporting and analysis capabilities to optimise resource use?
-  Does it allow you to manage bookings centrally, or do you have to use different systems for different rooms?
-  Does it offer the possibility of sending invitations to participants and managing their registration for training sessions?
-  Is the system compatible with mobile applications to enable booking and registration to be managed from anywhere?



TECHNOLOGIES TO SUPPORT YOUR TRAINING

INTERACTIVE SCREENS



Interactive whiteboards / displays represent an exciting advance in the evolution of training practices.

The technology can sometimes seem complex, but with the right operating system, wireless screen mirroring and USB-C connectivity, the learning curve remains short for trainers and learners.

SCREEN SIZE

The general rule is simple: **the bigger the room, the bigger the screen.**

The distance from the furthest participant is a key factor in determining the type of display. There are different methods for determining the viewing distance and therefore the appropriate screen size, depending on the type of content being shared.

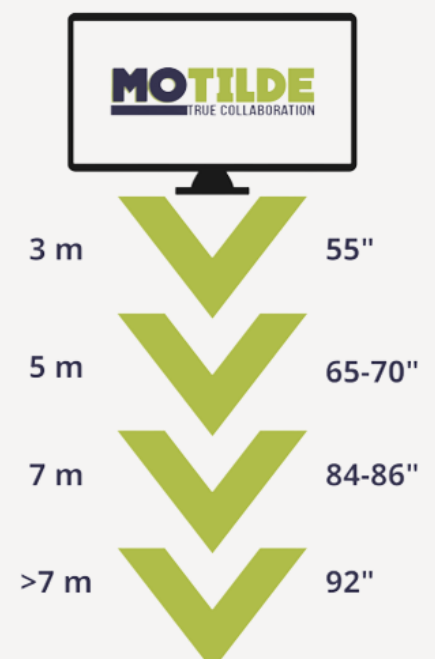
For a seated audience, it is best to place the bottom of the screen at least 60 cm from the floor.

In a room with rows of seats, the bottom of the screen should be higher so that everyone can see the screen clearly.

The minimum height from the floor to the bottom of the screen is then 100 cm.

SUMMARY

The screen size for an average training room can be calculated as follows:



TECHNOLOGIES TO SUPPORT YOUR TRAINING

SCREEN TYPE

INTERACTIVE SCREEN TYPE	BENEFITS	DISADVANTAGES
LCD screens	<ul style="list-style-type: none"> Affordable price High resolution display 	<ul style="list-style-type: none"> Poor tactile ability Difficulty with drawing and annotation tasks
LED screens	<ul style="list-style-type: none"> Superior brightness and color saturation Improved touch capability 	<ul style="list-style-type: none"> Higher cost than LCD screens
Infrared touchscreens	<ul style="list-style-type: none"> High touch sensitivity Responsive to finger and stylus movements 	<ul style="list-style-type: none"> Higher cost than LCD screens
Capacitive technology screens	<ul style="list-style-type: none"> High touch sensitivity Improved scratch resistance 	<ul style="list-style-type: none"> Higher cost than LCD screens

Ultimately, the choice of interactive screen will depend on the needs of the training room and the budget available.

LCD screens are an affordable choice, while LED, infrared and capacitive touch screens offer enhanced touch capabilities and superior image quality.



TECHNOLOGIES TO SUPPORT YOUR TRAINING

WIRELESS CONTENT SHARING

If you don't choose an interactive screen, it is possible to share content in your training room, directly on your screen without a wired connection.

Today, all training rooms tend to be equipped with a wireless content sharing system. Why do they do this? Simply because the days of cables and their associated problems are over! Who hasn't experienced training sessions that started late because a cable was missing to display the content on the screen? Because your PC did not have the right input for the cable, and you needed an adapter? The advantage of Wi-Fi is that it is a universal standard. Unfortunately, there is nothing like it for the connectivity of the learners' machines (HDMI, USB A or B, USB C, DVI, etc.)

There are several wireless content sharing solutions available on the market.

There are two categories: with or without a dongle.



A quick reminder: a dongle is a small box that connects via USB to your device (PC or Mac), it has one or more buttons that enable you to share your content.

- **Category with dongle**, with the well known Clickshare and NovoPro. Very simple to use, you just have to press the button on the dongle to send its content to the main screen, the dongle integrating its own Wi-Fi card.
- **Category without dongle**, like for example the Via GO from KRAMER or the French PULSE. The "dongle-less" feature means that the dongle is replaced by an application, which is sometimes based on miracast (native Windows) or airplay (native Apple). It is a kind of virtual remote control. Simply click on the appropriate button to execute the desired command. The content is then shared over the network via an RJ45 cable or your wifi connection.



In terms of **budget**, the price range is from one to four times.

Wireless content sharing systems without a dongle (in this case the Pulse and the via GO) are the cheapest, at less than €1000.

Wireless content sharing systems with a dongle are inevitably more expensive and range from €1000 to €3000 depending on the model.

CONCLUSION

There is more to designing a training space than just installing tables, chairs, a screen and a projector. In order to create an effective and appropriate training environment, it is important to take into account many factors such as the size of the room, the number of students, the types of training and the educational objectives.

That is why it is wise to call on an audiovisual integrator with this experience.

Motilde can help you design and set up your training rooms.

ASK FOR A PERSONALISED STUDY OF
YOUR PROJECT

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