



# GenslerCalc

User Guide for version 2.0

# THE IDEA

Gensler's research, observations, and surveys confirm what forward thinking companies have believed for years: the work environment matters. This research involved an in-depth examination of human performance, and the essential connection between a high-performance work place and a high-performing work force. Employees are not always satisfied with where they work, and until they are, they may not perform at their best. Our aim is to bring the most up-to-date information to support business decisions that are in line with the culture and community of the people within the workplace.

Measuring workplace change allows leadership to see how changes affect their employees, benefit the company, and impact the bottom line.

The goal of the Gensler Calculator is to help you better understand the effects of change of the workplace on the effectiveness of its employees.

## **SPACE EFFECTIVENESS**

There is a link between physical space, people, and an organization's success.

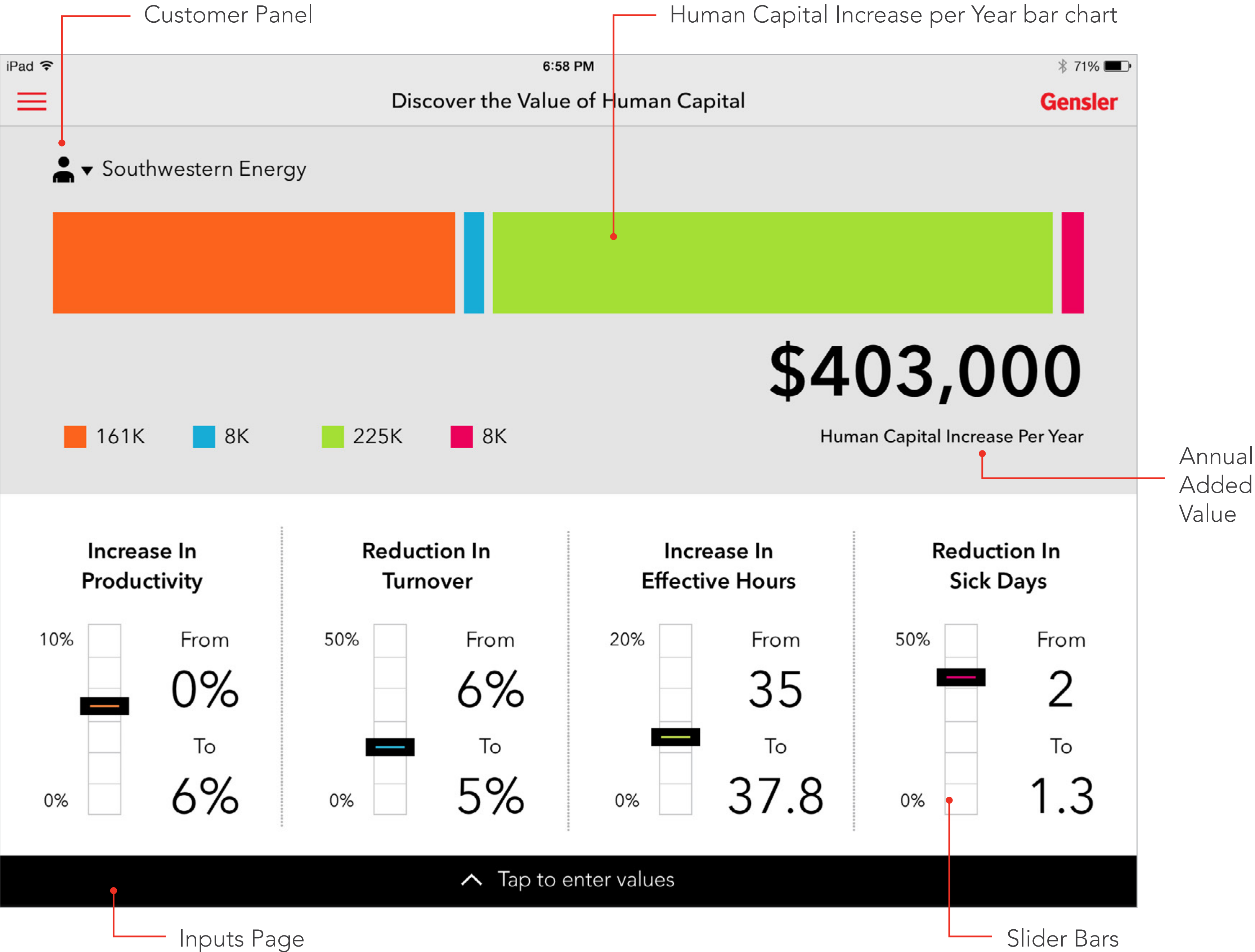
## **WORK ENVIRONMENT**

Work environments create the potential for more productive people and results.

## **HEALTH + WELLNESS**

Environmental health, physical health and well being are tied to the overall productivity of the work force.

# OVERVIEW



- The total amount of possible savings is represented by the bar graph, and the segments resize proportionately with the amount saved by category.
- Each segment is affected by both the respective inputs, and slider values.
- Changes made to the sliders are updated in real-time.

# INPUTS + SLIDER

Tap to hide

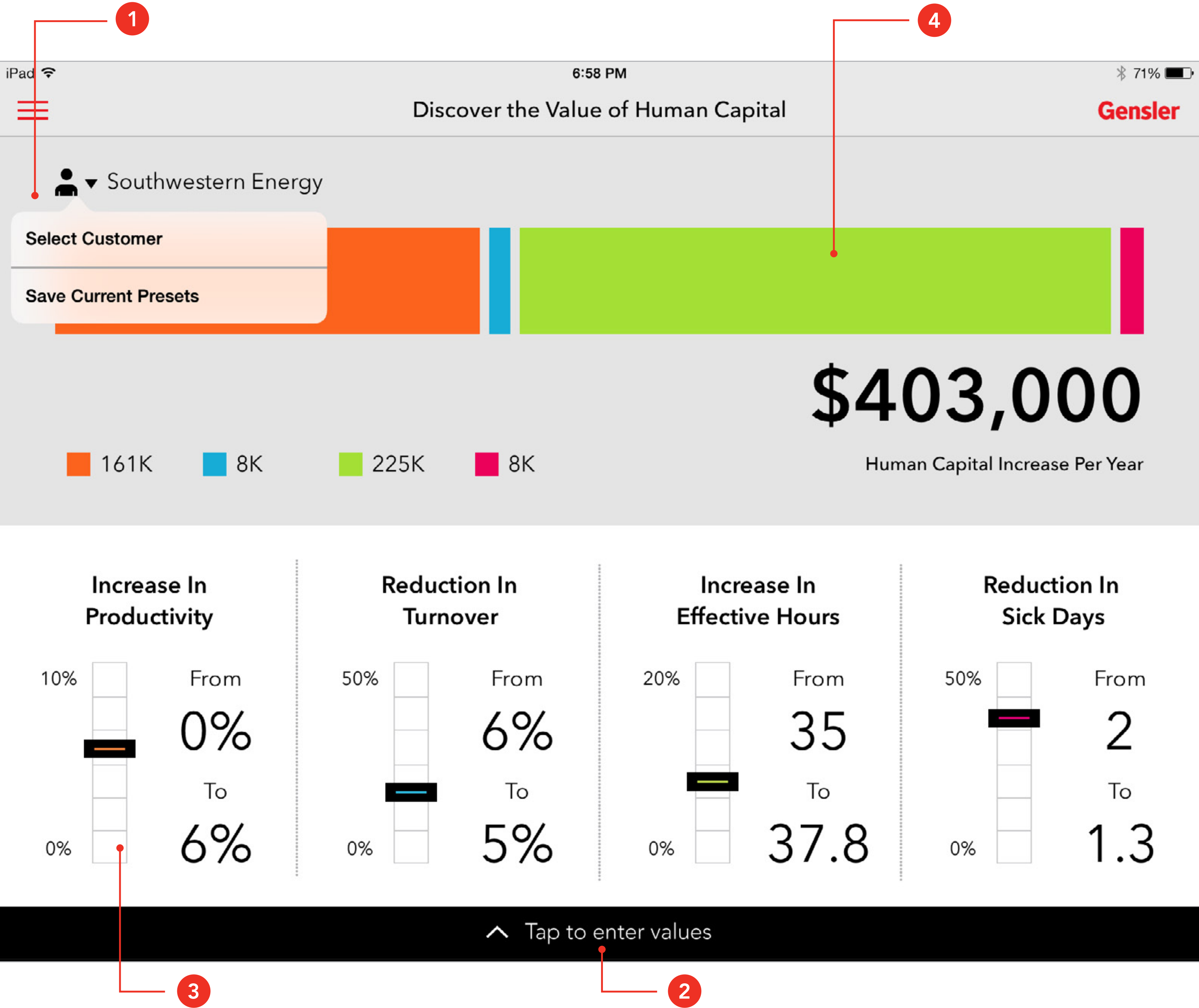
EFFECTIVENESS		TURNOVER		HOURS WORKED		PARTICIPATION	
Annual Personnel Cost		Turnover Rate		Hours worked per week		Participation Rate	
\$50,000		6	%	40		75	%
Number of People		Turnover Cost		Sick Days	Days worked per year	Operating Margin	
1,000		35	%	35	240	2	%

IN ORDER TO GET THE MOST ACCURATE ANALYSIS, KEEP THE FOLLOWING TIPS IN MIND:

- The **Annual Personnel Cost** includes the average employee salaries, benefits, and overhead costs per employee.
  - The **Number of People** can represent a variety of groups; the number of people in any team, department, floor, office, campus, or company-wide scenario.
  - The **Turnover Rate** is the percentage of population affected by turnover per year.
- The **Turnover Cost** is the percentage of the annual personnel cost. It includes the attraction and retention of a company’s employees. This includes those costs incurred by lost productivity, hiring, and training.
  - The average number of **Hours Worked Per Week** is the average of effective hours put in by each employee per week. It is not merely a reflection of the number of hours each employee is in the office, but only those hours which the employee is effectively engaged and using their time without distractions.
- The **Average Sick Days** taken off per employee does not include built-in vacation and sick days. They are days that employees are supposed to work and do not come to work (Absenteeism). This also includes the cost of lost productivity for employees who arrive to work, and either should not or do not want to be there (Presenteeism).
  - The **Days Worked Per Year** is the average number of days worked excluding vacation, personal days and holidays.
  - The **Participation Rate** of a group tends to decrease as the size of the group increases. Not everyone in the company is expected to be effected in quite the same way, and not all employees will participate in the changes, or be effected by them at all. This input is built in to ensure a more accurate depiction of expected savings.



# ANALYSIS



- 1 Tap icon to save a profile by selecting Save Current Presets and choosing a customer name. All changes to the input values are stored to that customer name. To switch between profiles tap on icon and choose "Select Customer From List."
- 2 Slide the purple arrow up to reveal the inputs screen. Fill in the boxes and slide the purple arrow down to save automatically. You can also save from the Customer Panel.
- 3 Adjust each slider as necessary.
- 4 Live updates will be made to the bar chart, and each section will reflect the amount of value added for each category. The total amount will appear in the bottom right corner of the chart.

# CUSTOMER ORGANIZATION

1

Southwestern Energy

Select customer from list

Save current presets

2

Cancel

Select a Customer

Reset

Customer Name 1

Customer Name 2

Customer Name 3

Customer Name 4

3

Cancel

Save Presets

Save

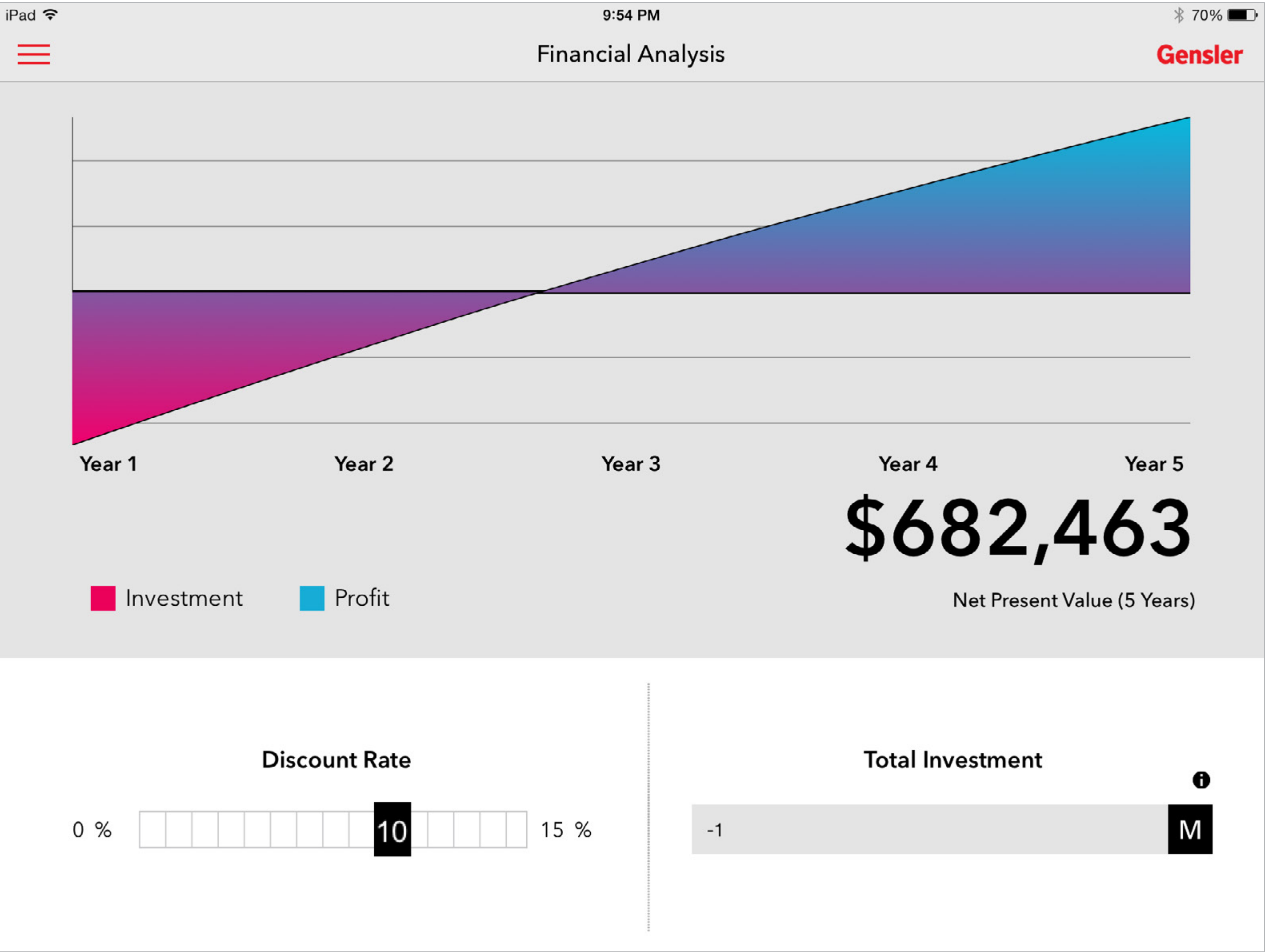
Save the current presets with a new client name.

Client Name

Southwestern Energy

- 1 To access a previous project, tap on Select Customer From List to view all previous saved presets.
- 2 To save progress on your current project, tap on Save Current Presets, select a name for the client or project, and tap on Save.
- 3 To delete a project, swipe to the left over the name of the project you wish to delete.

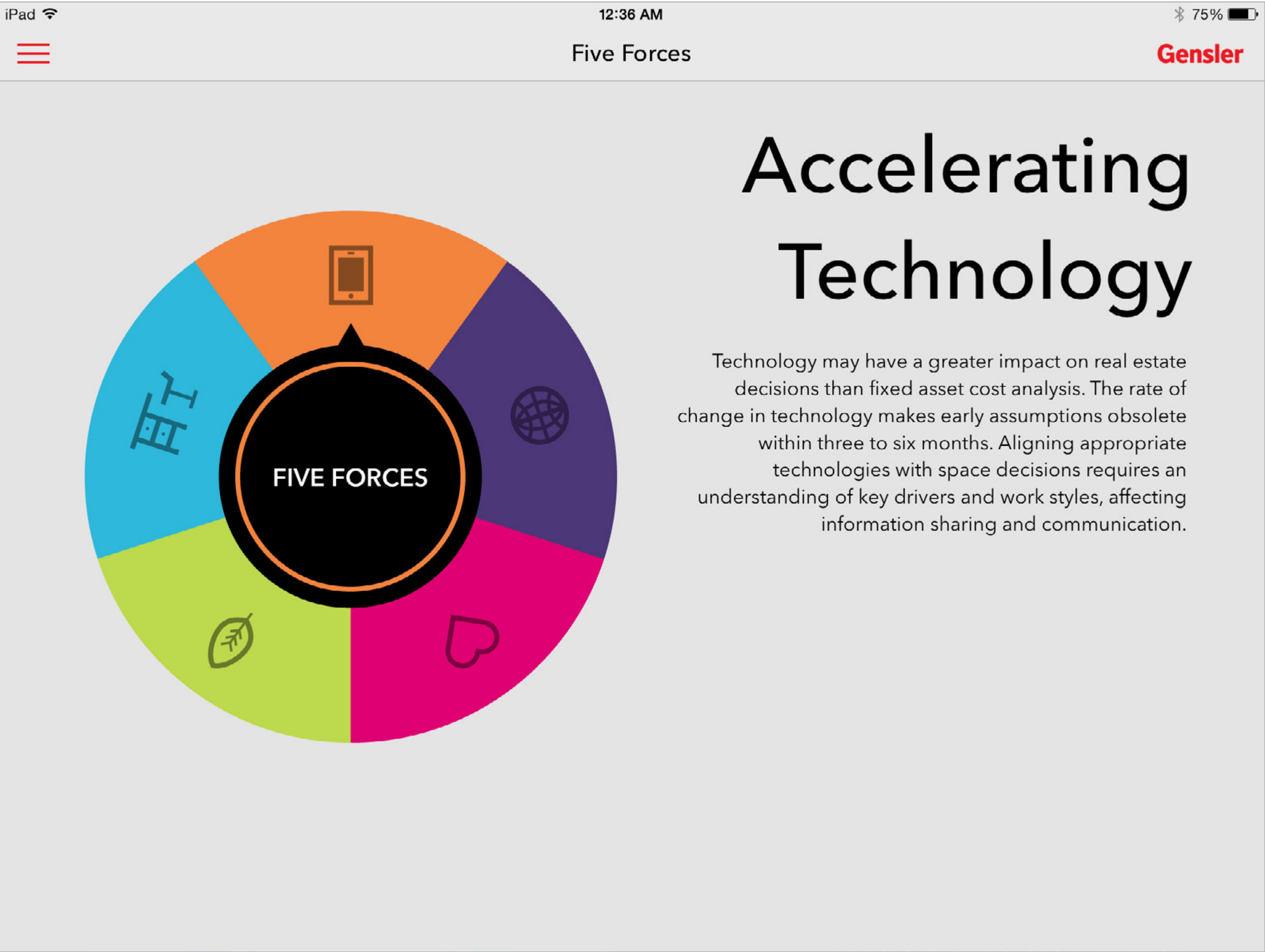
# FINANCIAL ANALYSIS



The Financial Analysis page displays the Net Present Value, a time series of ingoing and outgoing cash flows represented by investments and profits. Each year, investments made by the company will result in profits expressed by the calculator. This tool tracks the overall outcome over time. The user has the option to assess and enter their own investment totals, as well as use the slider to adjust the discount rate.



# THE FIVE FORCES



By looking at forces and trends reshaping organizations, it is apparent that they are the same forces and trends that will allow companies to expand and change the way they work. Building a shared understanding and defining our terminology are key factors in our ability to communicate strategies that result from these forces and trends. Both strategic and operational, execution of the forces will separate successful organizations from the rest of the pack.

This screen allows the user to learn more about each of the five forces by swiping the wheel left or right.



During our research, we noticed certain factors that have a large effect on the variables in the calculator. Some of the most effective changes could derive from these factors below.

FLUID WORK PLACE



Cities, buildings, facilities and the work space are driving new solutions and business models where organizations are seen as fluid rather than a fixed place to work. What you do shapes where, when and how you do it. Corporate headquarters take on a whole new meaning when they no longer have to be fixed to a single address or functional purpose.

GLOBAL CULTURE



Cultural boundaries and definitions are broadening, suggesting different work styles and alternative work models. There is solid reasoning behind using the term “flexible work” as cultures come together because it means more than what “mobility” and “alternative work” convey. Globalization and diversity are part of the social fabric, no longer novel or new.

HEALTH AND WELLBEING



Recent focus has shifted to the health and wellbeing of a company’s employees. It has been shown that happier and healthier employees stay with the company longer, and are more productive on the job. Creating a healthy place to work will lower costs of turnover and sick days, and increase gains from productivity and a more ambitious workforce.

ACCELERATING TECHNOLOGY



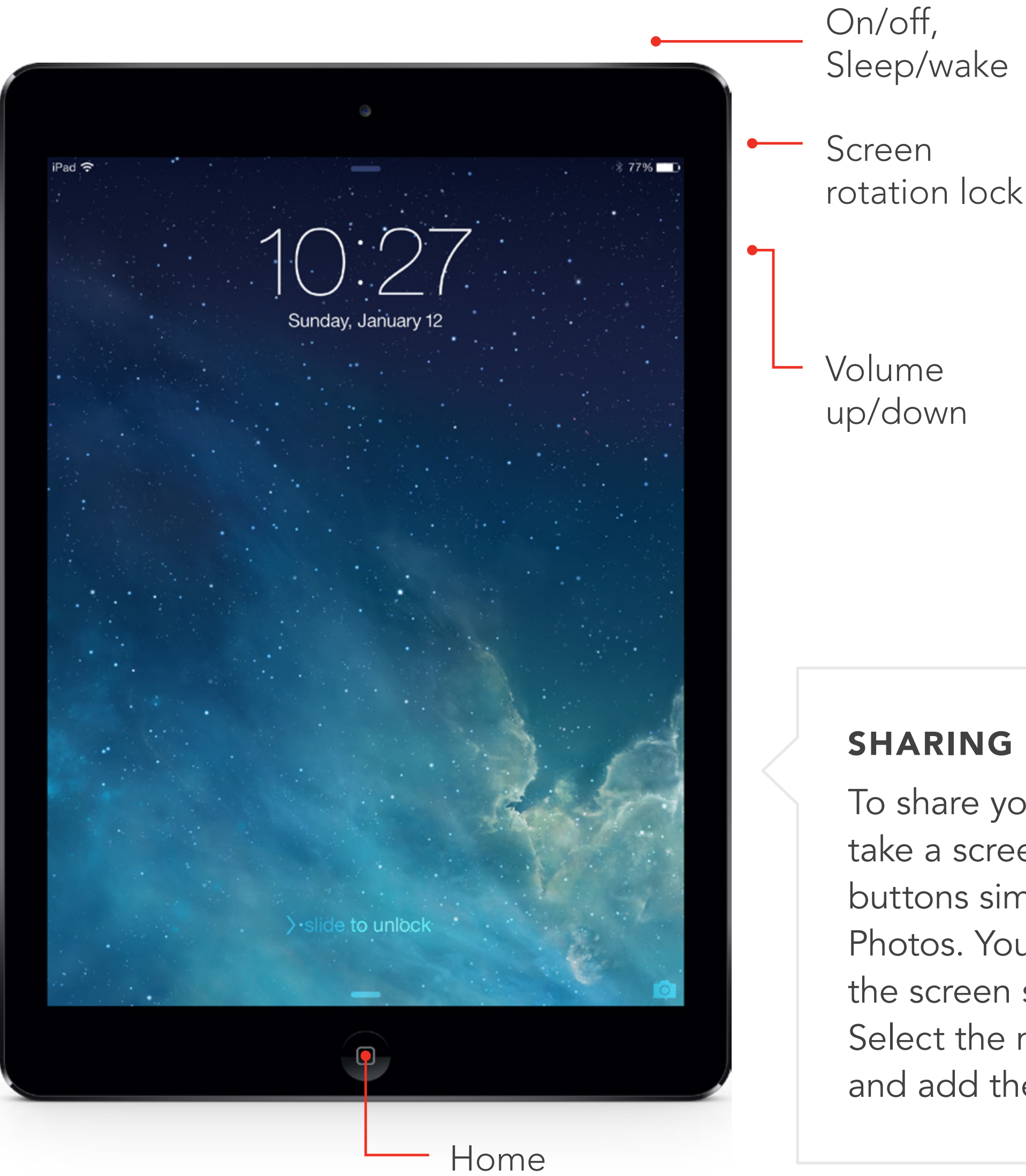
Technology may have a greater impact on real estate decisions than fixed asset cost analysis. The rate of change in technology makes early assumptions obsolete within three to six months. Aligning appropriate technologies with space decisions requires an understanding of key drivers and work styles, affecting information sharing and communication.

COMMON SENSE SUSTAINABILITY



Redefinition is underway to support sustainability integration as “the way we work” and not a separate component brought to the real estate discussion. Sustainability of the organization is often discussed alongside real estate footprint reductions to meet green legislation targets. Sustainability changes the need for space and accelerates adoption of new work models.

# TIPS



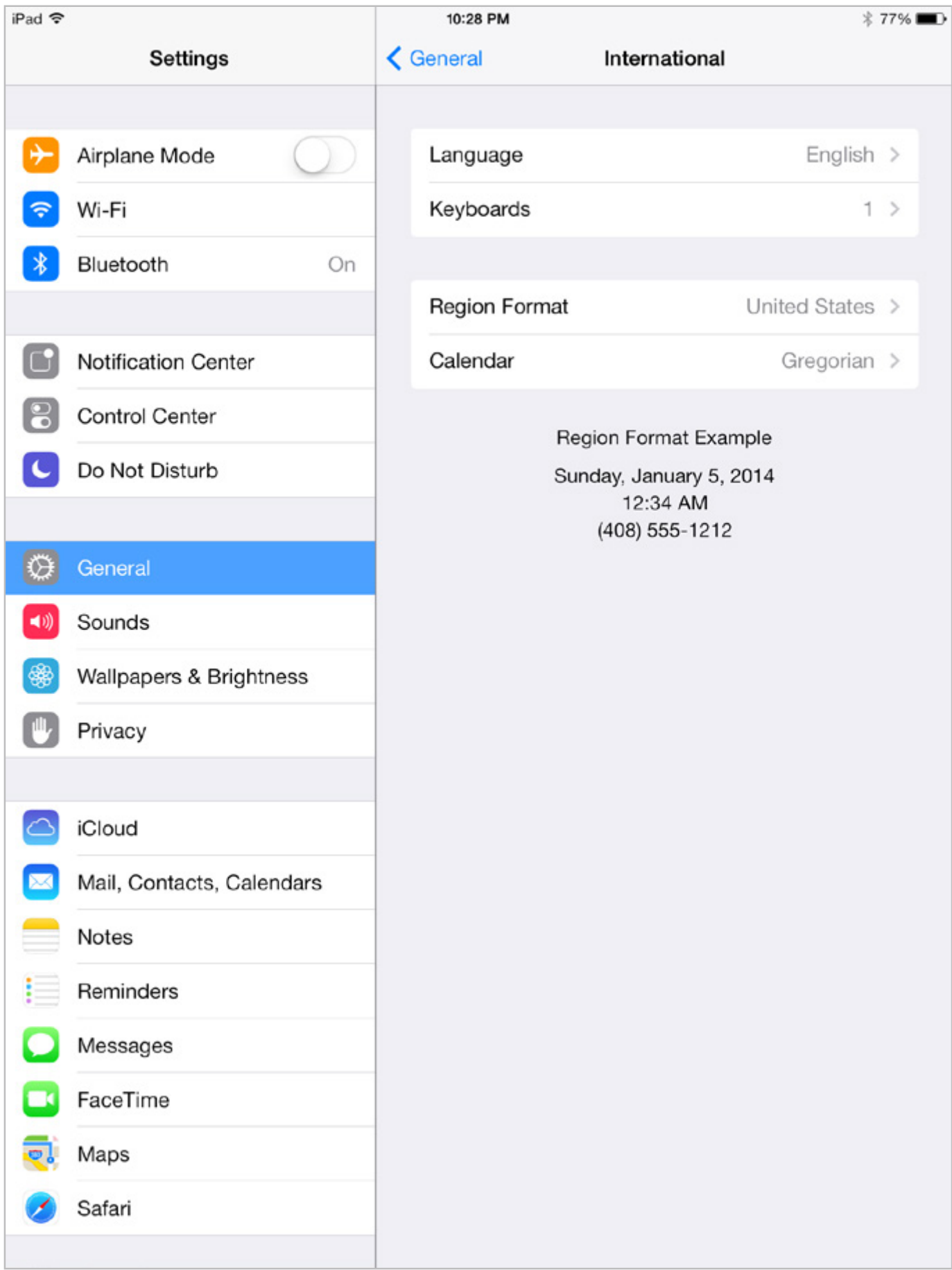
### CURRENCY

The iPad's local settings determine the currency of the calculator inputs and outputs:

- Settings
  - General
    - International
      - Region Format

### SHARING

To share your findings with someone via e-mail, take a screen shot (press and hold on/off and home buttons simultaneously) that is then saved in your Photos. You can access email sharing by selecting the screen shot and tapping on the Share icon. Select the mode you wish to send the screen shot and add the recipients you wish to receive it.



# 10 FUTURE DESIGN FACTORS OF CHANGE

Lighting / Acoustics / User Control (Autonomy) /  
Attitude, Motivations, Behaviors / Restorative Environment /  
Ergonomics / Air Quality / Workflow Choice / Activity /  
Interaction with Nature



# DISCOVER THE VALUE OF HUMAN CAPITAL

Connecting people and place is critical to creating high performance.  
Looking at four factors shows the potential inherent in better work environments.

? Contact Sven Govaars at  
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Gensler Calc.  
for iPad only

