

# Classroom Layout Requirements

v4

## Classroom Layout Requirements

All training rooms require the following, if any of these are not available, please let us know as soon as possible:

- White Board
- Suitable AV equipment such as TV, HDMI data projector etc.
- Flip Chart and Paper

The desks provided will need to be of sufficient size to accommodate course handouts/manuals (and PC's if relevant), whilst providing ample writing space.

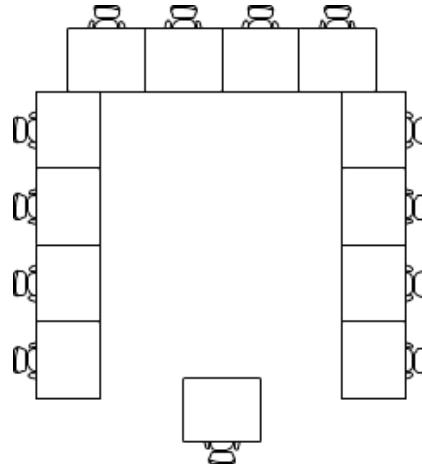
Below we have outlined the room layouts for each of our different style of courses for a class size of 12, simply scale them to your required class size.

Soft Skills .....	3
Soft Skills + Exam.....	3
Cabaret Room .....	4
Technical.....	4
Business Simulations .....	5
Raise the Terror .....	5
Apollo 13, MarsLander & Carworks .....	5
Scrum .....	6
Room Layouts .....	6
Large Room.....	6
Medium Room.....	7
Small Room .....	7



## Soft Skills

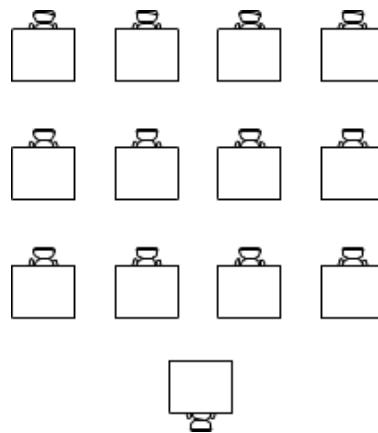
Soft skills courses require a horseshoe layout, with a trainer desk at the front of the room facing the delegates.



## Soft Skills + Exam

If the course is followed by an exam, the room will require the above layout for the majority of the course, but also the ability to be moved to the below layout for the exam session with a minimum of 1.25m between each person.

Delegates must have their own desks, and there must be a working clock visible to all delegates and the invigilator for the exam session.

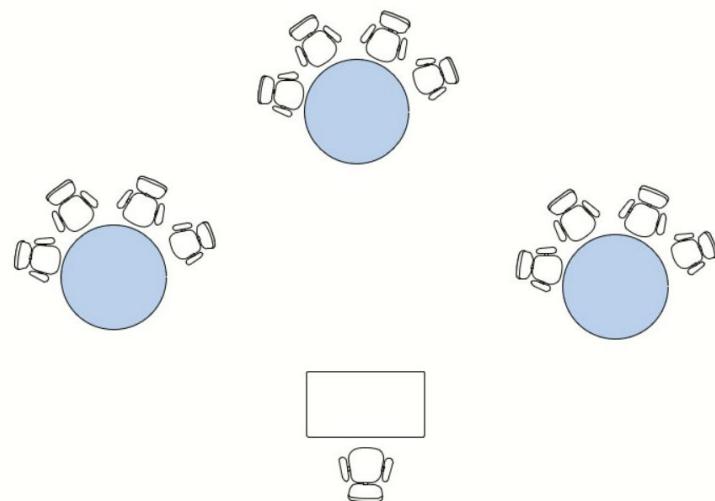


## Cabaret Room

Some courses are best suited to a Cabaret Style room similar to the below, this includes our Business Simulations Project Phoenix, Heist! and Red Horizon.

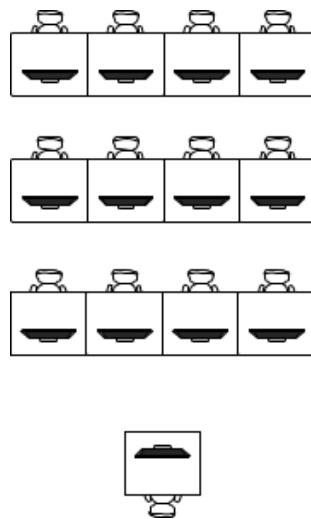
The Facilitators desk would be at the front of the classroom, they will need access to plug sockets and a suitable AV equipment which will be visible to all the delegates.

If possible sufficient wall space for magic whiteboard roll, if this is an issue then flipcharts for each table and one for the facilitator.



## Technical

Our technical courses require a 'classroom' layout similar to the below. Each desk will need to accommodate a PC and course notes/handouts. The trainer desk at the front of the room will need to hold the same equipment.



## Business Simulations

Some of our Business Simulations require specific room layouts. If you are unsure, please contact us for further information. All rooms will need to be large enough for delegates to move around the tables freely – tight spaces can be detrimental to the learning experience.

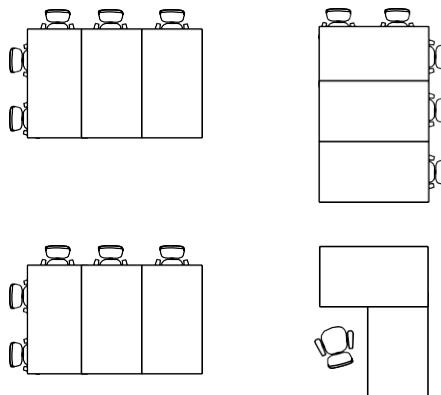
All facilitators will need access to plug sockets and a projector with an suitable AV setup visible to all delegates.

### Raise the Terror

Tables will need to be a good size as there is a significant quantity of simulation material that each group will need to use. Layout suggestion below.

White boards and flipcharts will also be required.

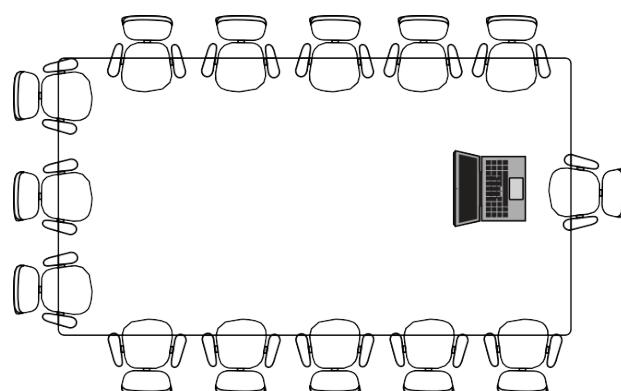
*Please be aware that this simulation can also generate a lot of noise, especially in the afternoon session.*



### Apollo 13, MarsLander & Carworks

The table will need to be large enough to seat the delegates and facilitator. They will need access to plug sockets for the facilitator laptop.

There is a significant quantity of simulation material that will need to be laid out on the table so each delegate will need ample space.



## Scrum

Our Scrum courses are highly interactive in nature – broadly speaking it is better to host these events in a room more suited to a facilitated workshop rather than a traditional classroom environment.

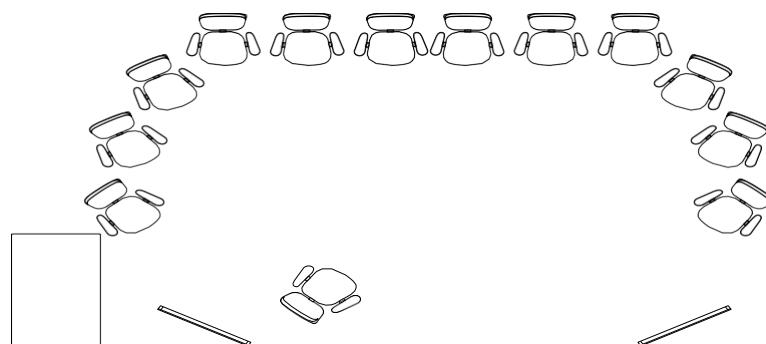
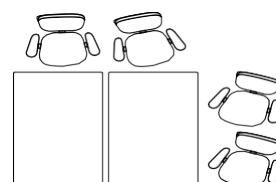
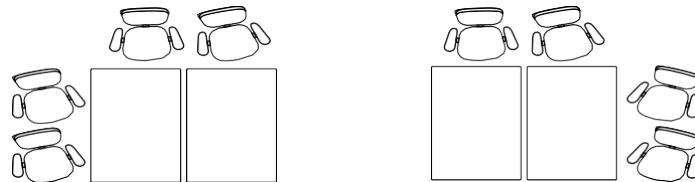
You will need to provide the following unless alternative arrangements for provision are agreed in sufficient time prior to the course:

1. A suitable room with the table arrangements as shown below
2. A large clear area of wall or window space
3. Freestanding flipchart. Two flip charts ideally, or at least a spare pad available.

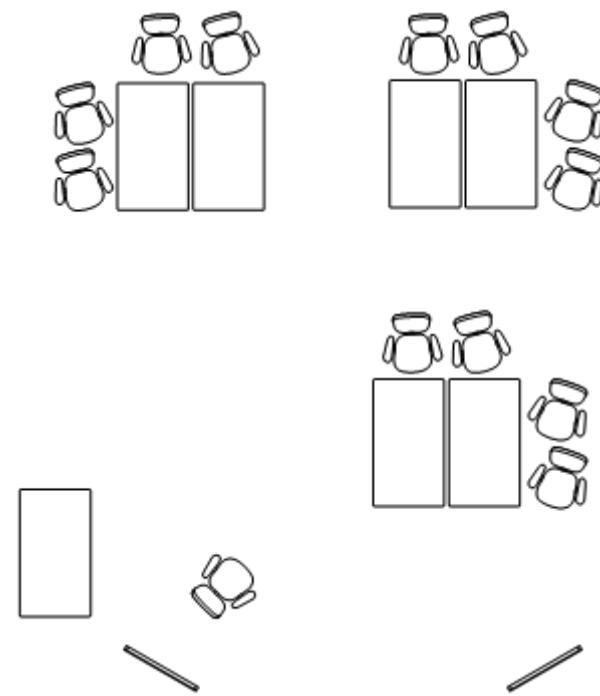
## Room Layouts

Depending on the size of the room, there are several potential layouts that will ensure the delegates get the most value out of the course. Please see examples below:

### Large Room



Medium Room



Small Room

