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| *Business Purpose* | The purpose is to improve productivity and motivation within home office settings through the knowledge of feng shui principles. | |
| *Target Audience* | The training is designed for anyone who works from home on a full or part time basis. | |
| *Training Time* | Approximately 20 mins | |
| *Training Recommendation* | Learners should complete an eLearning Articulate Rise course that introduces them to the principles of Feng Shui and describes the benefits of Feng Shui such as improving workflow and productivity. Learners will be assessed on their recollection and application of the principles. | |
| *Deliverables* | 1 eLearning Articulate Rise course  1 job aid (color chart, element chart) | |
| *Learning Objectives* | By the end of this course, you will be able to:   1. Define the concept of feng shui 2. Identify the five elements of feng shui 3. Select the appropriate color(s) for a particular intention 4. Apply the principles of feng shui to an office layout | |
| *Training Outline* | Introduction to Feng Shui   * Definition: [Feng shui](https://www.thespruce.com/what-is-feng-shui-design-1274741)'s meaning can be broken down into the Chinese words "feng," meaning wind, and "shui," meaning water. The concept is derived from an ancient poem that talks about human life being connected to and flowing with the environment around it. * The goal is to harness energy forces and establish harmony between an individual and their environment. * Parts of your home represents different areas of life, i.e. office symbolizes your career * Benefits: promotes positive energy, increases motivation, productivity, and creativity | |
|  | Home Office   * Work from home is more common since the pandemic * Topic 1: Separate Space is ideal   + Home Office should be outside the bedroom- less distractions and better rest   + Create separation, if cannot have a separate room (divider or curtain)   + No basements * Become Acquainted with the room, consider its function, be practical * Topic 2: Choose Furniture Thoughtfully   + Consider how many pieces are needed and how the space will be used   + Sturdy/solid desks with soft or round edges     - Not glass- ideas are lost, fall through   + Mindful Placement of Furniture     - Quote- statement block     - Pay attention to obstacles that block the flow of the room     - Approach the desk a chair with ease     - Have room to grow   + Commanding Position- should spend majority of time here     - Diagram     - Center of the room     - Diagonal to the entryway-clear line of sight to see what’s coming, more control/ mirror to show reflection of door     - Back to solid wall     - Not under beams, fans or near edges- “sha energy,” life draining chi     - Become tired, unfocused, easily triggered   + Supportive Chair- high back for support in work life     - Comfortable     - Consider materials like wood for stability and colors based on your intentions   + Mandala- aka Bagua     - Image with arrow or circle around career on bagua     - Definition: A [bagua](https://www.thespruce.com/your-feng-shui-bagua-guide-1275056) is the feng shui energy map superimposed on the floor plan of your home. The Chinese word "bagua" translates to mean “[eight areas](https://www.thespruce.com/feng-shui-bagua-areas-1275055).” Each of the eight areas relates to a different life circumstance, such as family, wealth, or career. And each of these areas has corresponding shapes, colors, seasons, number, and earthly elements. At the center of the bagua—a ninth area—is you, representing your overall wellness.     - Lay over homes or apply to a desk     - Shows 8 areas of life: family, wealth, health, helpful people, children, knowledge, fame, career and partnerships     - Focus on three areas to improve     - Locate blocks     - Activate areas with crystals   + Consider storage needs     - Clear any clutter to prevent blocks in the 8 areas     - Purge what is no longer needed, including within drawers * Topic 3: Décor   + Five Elements     - Bring balance of elements into life     - Images of elements (water, wood, earth, metal, fire)     - Materials like water (abundance, calm) and metal (flow, sharpness and precision)     - Avoid fire- burning energy and brings tension. Candles bring turmoil and chaos     - Chart with different element characteristics   + Allow for natural light- increase productivity   + Air- good circulation, open any windows or air purifier   + Plants- keep you grounded   + Mindful Colors     - Colors: black (water), green or blue (wood), yellow (earth), white (metal), red (fire)     - Incorporate based on your desired intention for the space     - Calming colors: blue, gray, white     - Type of work: Writing, math, science- green, blue, beige, (strong wall color or accent with decor)     - Warm colors: red, yellow, orange fosters creativity     - Environment should highlight professional and personal goals     - Include other symbols that show an energetic extension of you     - Reflect a desire to attract what you display in the space     - Create a harmonious collaboration of colors * Summary * Conclusion   When done well, design can create better focus, more success and overall improved workflow |  |
| *Assessment Plan* | 1 final quiz  5 questions   * Which of the following best describe the goal of feng shui? (answer: to harness energy forces and establish harmony between an individual and their environment) * Match the element with the qualities it possesses. * Scenario: Lisa is designing an art studio in her home, and she wants to incorporate feng shui principles, which color palette best supports her intentions for the workspace? (answer: red, orange, yellow) * Which location best describes the commanding position of a room? (answer: center of the room with view of the door) * If John has designed his home office according to feng shui principles and he selects wooden furniture and accents of blue, green or beige as his design features, he is most likely seeking to achieve which two intentions? (answers: stability and critical thinking)   80% passing score  Unlimited attempts | |
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