

ABSTRACT

The interior design process of a Private Insurance Company Training Office located on the 24th floor of Chase Plaza, South Jakarta. The design was carried out during an internship program at PT. Desain Optima Mitraselaras (Doms Atelier) and was part of a tender project aimed at designing a functional and representative training space that supports various learning methods. The objective of the design is to create a collaborative and adaptive environment that aligns with the company's visual identity. The design process was carried out through several stages, including initial briefing, space requirement analysis and site survey, concept development, layout planning using AutoCAD, 3D modeling with SketchUp, as well as material selection and design referencing. As an intern, the writer actively contributed to preparing the mood board, documenting design directives, producing the basic 3D model, and assisting in the revision process through to the final stage carried out by the contractor. The Collaborative and Adaptive concept was chosen as the core design approach, applied through geometric forms, flexible layout arrangements, and the integration of technology and modular furniture. The final design demonstrates that the resulting training space is capable of providing a professional, flexible working environment that fosters user interaction.

Keywords: Interior Design, Insurance Training Office, Collaborative, Adaptive, Flexible.