

## **SPACE PLANNING**

For many organizations, space planning is a complicated and challenging responsibility. Acquisitions, mergers, technology, and the “invisible hand of the market” demand flexible workspaces and even more accommodating facilities managers. Being creative, resourceful, and a little bit lucky can be the difference between FM heroes and zeros.

Space planning forms a major part of the facilities manager’s job. In view of the impact on occupancy costs, morale and working efficiency, it is important to get the layout right, whether it be a full scale office relocation, a partial reorganisation, or even a single workstation rearrangement.

The facilities manager must translate the completed floor layouts into a three dimensional working environment. This requires an understanding of working efficiency, comfort aesthetics and corporate image and culture.

This popular and practical course covers the essentials of effective space planning and workplace design, and provides comprehensive documentation for future reference to take away.