# WORKPLACE MANAGEMENT, SPACE PLANNING & OCCUPANCY MANAGEMENT COURSE

## Introduction

The Workplace Management, Space Planning & Occupancy Management Course is a comprehensive professional programme designed to equip facilities managers, workplace professionals, property managers, corporate services executives, office administrators, human resource professionals, space planners and other organizational leaders with the knowledge and practical skills required to create, manage and continuously improve effective, efficient and people-centered workplace environments. The modern workplace is no longer simply a physical location where employees come to work. It is an important organizational resource that influences employee experience, productivity, collaboration, organizational culture, operational efficiency, talent attraction and retention, business performance and overall organizational effectiveness. This programme provides a strategic and practical understanding of how organisations can plan, design, allocate, operate, monitor and optimize workplace environments to meet both current and future organizational needs. Participants will explore how workplace strategies can be aligned with business objectives, workforce requirements, organizational culture, operational priorities and financial considerations. The course examines the principles of workplace strategy and planning, including workplace needs assessment, workforce analysis, organizational growth, departmental requirements, workplace standards, space allocation and long-term workplace planning. A significant component of the programme focuses on space planning and utilization. Participants will explore office layouts, workstation planning, meeting and collaboration spaces, shared facilities, circulation areas, support spaces, amenities and other workplace environments. They will learn how to identify underutilized, overcrowded or inefficient spaces and develop strategies for improving the use and value of available workplace real estate. Sustainability is also integrated into workplace planning and management. Participants will explore energy-efficient

workplaces, sustainable space utilization, responsible resource consumption, waste reduction, sustainable workplace practices and environmentally responsible workplace design and operations

## Course Objectives

- Understand modern workplace management.
- Develop effective space-planning strategies.
- Improve space utilization.
- Manage occupancy efficiently.
- Support hybrid-working environments.
- Develop workplace standards.
- Improve employee workplace experience.
- Plan office moves and relocations.
- Manage workplace services.
- Use occupancy data for decision-making.

## Course Modules

**> Module 1: Modern Workplace Management**
- Workplace management principles
- Workplace evolution
- Employee experience
- Workplace strategy

**> Module 2: Space Planning**
- Space requirements
- Workplace layouts
- Space standards
- Space allocation

**> Module 3: Occupancy Management**
- Occupancy monitoring
- Utilization rates
- Occupancy data
- Capacity planning

### > Module 4: Hybrid and Flexible Workplaces
- Hybrid work
- Flexible offices
- Activity-based working
- Workplace technology

### > Module 5: Workplace Experience
- Employee experience
- Workplace services
- Comfort and convenience
- Workplace engagement

### > Module 6: Office Moves and Relocations
- Relocation planning
- Move coordination
- Communication
- Business continuity

### > Module 7: Workplace Health and Safety
- Ergonomics
- Workplace hazards
- Indoor environmental quality
- Employee wellbeing

### > Module 8: Workplace Technology
- Smart workplaces
- Occupancy technology
- Digital workplace systems
- Data-driven management

### > Module 9: Workplace Cost Management
- Space costs
- Cost per employee
- Space efficiency
- Cost optimization

### > Module 10: Workplace Strategy
- Workplace policies

- Workplace KPIs
- Future workplace trends
- Continuous improvement