



## Effective Space Planning

### 2-day course



*This course provides tuition for*

**IWFM level 4 qualification unit FM4.18**

**IWFM level 5 qualification unit FM5.18**

*See 'Professional Recognition' section below for details*

### Aim

To give delegates the key knowledge and skills for effective space planning of the work environment.

### Objectives

By the end of this course you will be able to describe:

*How to gather and analyse workplace data*

*How to interpret business needs for the use of space*

*How to calculate floor areas and circulation space*

*The use of 'stacking' diagrams and 'blocking' plans*

*The uses and functions of special areas*

*Space standards and 'churn'*

*The features and uses of open and enclosed workplaces*

*Different approaches to furniture, storage and seating*

*Issues relating to partitions, ceilings, lighting and flooring*

*How to create the workplace planning brief*

*The importance of understanding corporate culture issues*

*Planning strategies and workplace layouts*

*Planning for agile ways of working*

*The process of managing changes to work environments*

### Description

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 small workplace rearrangement.

Having completed floor layouts the facilities manager must translate these into a three dimensional working environment. This requires an understanding of working efficiency, comfort, aesthetics, workplace technologies, corporate image and culture, as well as how to manage the process of making sustainable changes to the work environment.

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

## **Programme**

### **DAY ONE**

- 0930 Introduction**
- 0940 Why the Workplace Matters**
- 1045 Coffee**
- 1100 Discussion**
- 1130 Space Management**
- 1230 Lunch**
- 1330 The Planning Process**
- 1515 Tea**
- 1530 The Planning Process**
- 1600 Exercise - Stack Planning**
- 1700 Close**

### **DAY TWO**

- 0930 Planning Strategies & Workplace Hardware**
- 1030 Coffee**
- 1045 Layout Examples**
- 1130 Exercise - Space Planning**
- 1230 Lunch**
- 1330 Planning for Agile Working**
- 1445 Tea**
- 1500 Managing Workplace Change**
- 1600 Discussion/Q&A**
- 1630 Close**

## **Professional Recognition**

Delegates receive a Quadrilect Ltd certificate of attendance which contributes towards their record of CPD [Continuing Professional Development].



*This course also provides tuition for*  
**IWFM level 4 qualification unit FM4.18**  
**BIWFM level 5 qualification unit FM5.18**

'Effective Space Planning' is accredited to provide tuition for IWFM level 4 qualification unit FM4.18 and BIFM level 5 qualification unit FM5.18. Please note that these units **alone** do not constitute complete qualifications. Please contact us at [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk) for a qualifications brochure and further guidance on enrolment.

**How do I book?**

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