



Effective Space Planning

2-day course



This course provides tuition for

BIFM level 4 qualification unit FM4.18

BIFM 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**
- 1100 Coffee**
- 1115 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**
- 1100 Coffee**
- 1115 Layout Examples**
- 1200 Exercise - Space Planning**
- 1300 Lunch**
- 1400 Planning for Agile Working**
- 1515 Tea**
- 1530 Managing Workplace Change**
- 1630 Discussion/Q&A**
- 1645 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
BIFM level 4 qualification unit FM4.18
BIFM level 5 qualification unit FM5.18

'Effective Space Planning' is accredited to provide tuition for BIFM 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 on 020 7248 5942 or email info@quadrilect.co.uk for a qualifications brochure and further guidance on enrolment.

How do I book?

Telephone: 020 248 5942

Email: info@quadrilect.co.uk

Website: www.quadrilect.com