

# SEAMLESS WORKPLACE MOVES & ALIGNMENT

## Bundle of Two

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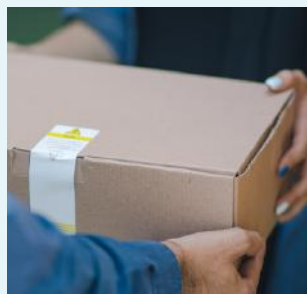
### **Plan and Deliver Relocations that Perform from Day One**

Combine workplace strategy with relocation management to design spaces that meet business needs and execute moves with minimal disruption and maximum efficiency.



#### **Workplace Strategy**

Turn business goals into spatial strategies that actually deliver.



#### **Relocation Management**

Plan and execute workplace moves with zero downtime and full team buy-in.



# OVERVIEW

**Name:** Seamless Workplace Moves & Alignment

**Format:** Bundle of Two

## PLAN AND DELIVER RELOCATIONS THAT PERFORM FROM DAY ONE

Combine workplace strategy with relocation management to design spaces that meet business needs and execute moves with minimal disruption and maximum efficiency.

### IDEAL FOR:

- Workplace strategists and consultants – planning spaces ready for transition
- Project leads and relocation managers – delivering seamless moves
- Property and facilities professionals – linking strategy to on-the-ground delivery
- Transition and operations teams – ensuring minimal disruption during moves
- Bid and proposal leaders – demonstrating planning and relocation expertise

### SKILLS YOU WILL MASTER:

- Master aligning workplace layouts with operational and business goals
- Build confidence to plan and manage relocations smoothly
- Learn tools to coordinate teams, suppliers, and timelines effectively
- Gain insights to reduce downtime and ensure workplace readiness
- Develop the capability to showcase relocation expertise in bids and projects

### WHAT'S INSIDE THE TOOLKIT:

- Space planning and utilisation templates
- Relocation planning timelines and checklists
- Stakeholder and supplier coordination guides
- Risk assessment and mitigation frameworks for moves
- Case studies of successful workplace transitions

### WHEN TO CHOOSE THIS COLLECTION:

- You are leading or managing a workplace relocation, redesign, or fit-out project
- You need to ensure workplace layouts align with operational and business requirements
- You want to minimise disruption and downtime during moves or transitions
- You coordinate multiple stakeholders, suppliers, and teams to deliver seamless relocations
- You want to demonstrate relocation expertise and strong planning capability in bids and projects

# COURSE LIST

## WORKPLACE STRATEGY

Turn data and vision into spaces that drive business performance.

### SHORT COURSES

(20-40 min micro-modules • From AUD \$9.99 ea • Self-paced)

#### Workplace Strategy Foundations

- Choosing the Right Person for the Strategist Role
- Conducting a Workplace Needs Analysis
- Creating the Workplace Strategy Report: From Insight to Implementation
- Creating Your Workplace
- Master the 7 Key Phases of a Commercial Lease – The Accommodation Timeline
- The Property Leads Journey
- Workplace Analytics 101
- Workplace Strategy: How to Build and Lead a Project Plan
- Your Role as a Workplace Strategist

#### Workplace Design Concepts & Space Planning

- Design Terms You Should Know
- Planning Workplace Layouts – Spatial Principles for Flexibility and Flow
- Workspace Terms You Should Know

#### Stakeholder & Team Engagement

- Employee Workshops: What Matters Most and Why It Matters
- Engagement Roadmap for Workplace Planning
- Engaging Stakeholders in Workplace Design and Strategy
- Etiquettes for the New Workplace – And the Role of the Working Group
- Launching a Workplace Project: Aligning Teams from Day One
- Leading Executive Team Interviews in Workplace Projects



#### Project Execution & Commercial Processes

- Fee Structuring – Calculating Costs for the Project
- Tendering and Proposal Writing – Workplace Strategy Projects

#### Workplace Themes & Cultural Alignment

- Celebrating Your New Workplace – The Welcome Ceremony
- How People Work – Activating the Workplace and Workforce

# COURSE LIST

## RELOCATION MANAGEMENT

*Plan, procure and execute seamless business moves with confidence.*

### SHORT COURSES

*(20-40 min micro-modules • From AUD \$9.99 ea • Self-paced)*

#### Communication, Reporting & Meetings

- Relocation Information Needs – Working with the Business Units
- Relocation Meeting Agendas
- Relocation Reporting Frequencies – Reporting the Right Things at the Right Time
- Relocation Reporting Tools – Report Achievements, Document Achievements and Performance Manage

#### Health, Safety & Compliance

- OH&S/WHs Guidelines and Requirements – Who is Doing The Role of the OH&S Rep?
- WHs Management Systems – How These Are Used to Manage Health and Safety

#### Planning & Strategy

- Business Continuity Planning In Relocations – Why is This Important?
- Business Relocation Complexities – One Move or More?
- Defining a Relocation Project Scope – What is the Relocation Project About?
- Developing Business Relocation Strategies
- Relocation Databases – Documents That Monitor and Control Performance
- Setting Up Master Relocation Documents – What Are They and Why Do You Need Them?

#### Procurement & Vendor Engagement

- Engage Removalist – The Request for Tender Process
- Procuring the Removalists – What's Important to Your Business?
- Removalist Interview Questions – What to Ask Your Removalist Providers
- Scope of Works Brief – What's Required Before You Procure?



#### Procurement & Vendor Engagement (cont.)

- When Do You Engage Your Removalists – Get Your Timing Right!
- Working with the Removalists – How Will You Be Working Together?

#### Project Governance & Stakeholders

- Engaging the Move Champions
- External Roles & Responsibilities
- External Stakeholder Groups – Learn About What They Do and Why You Need to Work with Them
- Relocation Committee Close Out – Review and Debrief on the Relocation
- Setting Up Your Relocation Team – Nominations and Introductions



# HOW TO SIGN UP

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