SKILLINGS EDUCATION
SKILL UP YOUR WORKPLACE

HUMAN-CENTERED FITOUTS & SEAMLESS TRANSITIONS

Bundle of Two

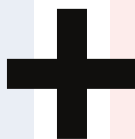**Turn Strategy Into Action**

Learn to apply project management frameworks to deliver workplace transformation—bridging strategic vision with on-the-ground execution.

Project Management

Deliver workplace projects on time, on budget, and on brief.

+

Workplace Strategy

Turn business goals into spatial strategies that actually deliver.

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Name:	Human-Centered Fitouts & Seamless Transitions

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TURN STRATEGY INTO ACTION

Learn to apply project management frameworks to deliver workplace transformation—bridging strategic vision with on-the-ground execution.

IDEAL FOR:

- Workplace consultants – driving stronger bids
- Project leads & change managers – sharpening tendering skills
- Property & facilities professionals – linking planning to delivery
- Estimators & proposal writers – creating winning proposals

SKILLS YOU WILL MASTER:

- Master end-to-end tender preparation skills
- Develop the ability to align strategy with delivery for stronger bids
- Learn to streamline proposals using proven tools and techniques

WHAT'S INSIDE THE TOOLKIT:

- Project scoping templates for workplace change
- Risk and stakeholder mapping tools
- Change implementation checklists
- Timeline and resource planning frameworks
- Sample transformation case studies

WHEN TO CHOOSE THIS COLLECTION:

- You want to sharpen your ability to prepare and manage tenders end-to-end
- You need to align workplace strategy with project management for successful delivery
- You're involved in writing or managing bids that require strong planning and risk management
- You aim to streamline tender proposals with practical tools and frameworks
- You seek to enhance collaboration between strategy, project, and operational teams for workplace transformation

COURSE LIST

PROJECT
MANAGEMENT

Deliver projects on time, on budget and on brief with practical PM frameworks.

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

Our Project Management short courses are for experienced Project Managers who know the basics but want to see what "good" really looks like in action. We cover the five key process groups—Initiating, Planning, Executing, Monitoring & Controlling, and Closing—along with the core knowledge areas like scope, schedule, cost, and risk management. Plus, we include practical insights and real-world examples that go beyond theory, helping you sharpen your skills and navigate the other important aspects of successful projects with confidence.

Project Integration Management

- Business Case – Building Your Business Case for Board Approval
- Developing the Project Charter – Authorizing the Existence of Your Project
- Developing the Project Charter – Governance Structure
- PCG – Project Initiation Phase
- Project Charter – Understanding the Importance and Process
- Project Launch
- Develop Your Project Management Plan
- PCG – The Planning Phase
- Direct and Manage Project Work – Producing the Planned Project Deliverables
- Manage Project Knowledge – Managing Both Explicit and Tacit Knowledge
- Monitor and Control Project Work
- PCG – Monitoring How Things Are Going
- PCG – Closeout Phase
- Project Closeout

Project Scope Management

- Creating a Work Breakdown Structure (WBS)
- Plan Scope Management – Defining and Planning Your Project Scope Requirements
- Requirements Capture – Validating Requirements and Starting the Engagement
- Requirements Delivery – Control Your Scope
- Requirements Management – Validate Scope and the Formal Acceptance of Project Deliverables

Project Schedule Management

- Defining the Activities – What the Project May Be Delivering Against
- Develop the Milestone Program – Project Deliverables and Work Breakdown
- Developing the Project Schedule
- IT Fitout Works Program
- Monitor and Control the Project Schedule
- Sequencing the Schedule Activities

Project Cost Management

- Control Project Costs – Understanding the Cost-Budget Status of the Project
- Estimate Project Costs – Predicting Quantity, Cost, & Price of Resources
- Plan Cost Management – Introduction
- Project Budgeting – How to Get to the Final Project Budget
- Value Engineering in Your Project – Saving Costs and Design Impacts

Project Quality Management

- Quantity Surveyor – Due Diligence Reports
- Statutory Authority Approvals

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Project Resource Management

- Acquire Resources – Securing Team Members and Other Resources
- Develop the Team – Getting the Right Team Onboard
- Estimate Activity Resources – Your Project Resource Planning
- Estimate Activity Resources and Durations
- Manage Team – Maintaining a High Performing Project Team
- Plan Resource Management – Introduction

Project Communications Management

- Communication Fundamentals – Every Project Manager Should Understand Communication 'MUSTS'
- Introduction to Project Communication Management
- Manage Communications – The Documents and Skills to Achieve Best Results
- Plan Communication Management – The High-Level Process for Communicating Project Milestones

Project Risk Management

- Introduction to Project Risk Management
- Risk Awareness – Risk Profiles Across Your Project

Project Procurement Management

- Introduction to Project Procurement Management
- Procure Key Project Consultants – Onboarding and Checklists
- Procurement Fundamentals
- Procurement Types – How Are You Going to Procure?
- Project Procurement and Procurement Planning

Project Stakeholder Management

- Introduction to Project Stakeholder Management
- Project Stakeholders Roles and Responsibilities – What Does Your Role Entail?

Project Stakeholder Management (cont.)

- RACI Matrix

Execution & Industry-Specific Topics

- Decomposing a Fitout Project – Preview into Your Project and Milestones
- Fitout Construction Works
- Incorporating New Technologies into Workplace Projects

Project Leadership Essentials

- New Construction & Fitout Construction Project – What's the Difference
- Project Appreciation – The Project Directors Accommodation Project
- Quantity Surveyor – Assisting with Tender Review and Project Recommendations
- The Project Directors Role – Managing a Commercial Property Accommodation Project
- Understanding the Property Strategy, Budget & Business Case

Tools, Frameworks & Methodologies

- Approval of PMP and HSE Plans
- Introduction to Project Cost Management
- Introduction to Project Management
- Introduction to Project Quality Management
- Introduction to Project Resource Management
- Introduction to Project Scope Management
- Introduction to Project Time Management
- Introduction to the Process Lifecycle – Learning the Process Groups and Phases
- Project Management Framework
- Project Management Methodologies and the PMO
- Project Management Process – Build on Your Knowledge of Project Management Principles

COURSE LIST

WORKPLACE STRATEGY

Turn data and vision into spaces that drive business performance.

SHORT COURSES
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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

HOW TO SIGN UP

One Price. Immediate Results.

Choose the access plan that fits your learning goals—whether you're upskilling on your own, leading a team, or driving organisation-wide capability.

STEP 1. VISIT THE BUNDLE PURCHASE PAGE

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STEP 2. CHOOSE YOUR ACCESS PLAN & DURATION

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Access Plan

Individual Plan (1 seat) ∨

Access Duration

Monthly Access ∨

We offer flexible options to suit individuals, teams, and organisations:

Access Plan:
1. Individual Plan – 1 seat with full access, ideal for professionals looking to upskill on their own.
2. Team Access – 5 seats, perfect for small teams or departments.
3. Corporate Access – 10+ seats, designed for larger teams needing organisation-wide capability building.

Access Duration:
1. Monthly Access – For fast, targeted upskilling with low commitment.
2. Quarterly Access – For deeper learning and steady development.
3. Annual Access – For long-term capability building and best value.

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