



OPEN PLAN WORK TRAINING

"Open plans help break down silos and foster collaboration" - Marissa Mayer

Open Floor Plan at Work is an engaging training course designed to discuss the advantages and challenges of an open office concept. It will cover the basics of designing an optimal layout, choosing furniture, managing privacy, and creating an effective organizational culture. We will explore how to identify potential issues and develop practical solutions to promote collaboration, productivity, and healthy work relationships in an open environment. As well as look at how employee satisfaction and engagement can be enhanced by the right office design. Participants will leave with a greater understanding of how to create a successful workspace that supports the goals of their team and organization.

Key Course Content:

- Set aside 10 mins every day to plan the day's activities
- Anticipate serial interrupters and devise a plan to minimise these disruptions
- Discuss the do's and don'ts of hot desking
- Discuss what tangible and intangible cues are available to limit drop by visitors
- Agree on reporting structures when something is broken e.g. (table, chair, screen). Resist the urge to pass the problem on
- Agree on the booking structure for meeting rooms
- Anticipate when it's a full house and make contingency plans
- Encourage everyone to keep the shared spaces clean and tidy
- Communicate when extra people will be visiting



Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



Duration:

This course is available as a 1-day course or a truncated half-day course.



Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



Group Size:

We recommend a group size of 4-10 people.