

Office Space Management Move Add Change for Facility Management

Space is a vital business resource— thus it is not uncommon for organization to be constantly move/ add/change to follow the dynamic fluid nature of work.

The success of the facility department will depend on their ability to create a diversity of space solutions that support the flow of work within, and between, locations of the organization and of course at a minimal cost.



◇ 28th & 29th March 2011 ◇

Workshop Objective:

At the end of the 2 day workshop, we hope to equip the participants with:

- 🕒 essential knowledge and principles to design an office
- 🕒 ability to project manage an office setup/relocation/consolidation

Workshop Outline:

- 🕒 Introduction to the type, size, cost and configuration of office layout
- 🕒 Elements of a typical office facility
- 🕒 Inside-out Design
- 🕒 Retrofitting existing building
- 🕒 Steps to adopt for a good office build up/setup
- 🕒 Steps to adopt for a pleasant experience in a office move
- 🕒 How to you manage the office environment after you moved in
- 🕒 10 most common mistakes in setting up/moving office

Workshop Fee: \$650.00
(inclusive of tea breaks,
lunch and manual)

Group discount available!



Making a difference in FM.....

For Enquiries & Registration, kindly contact us at (65) 6100 3672 or email: stella@fms-1.com