

# 1-Day Office Space and Layout Planning

## Description

This workshop prepares you to develop small area or departmental layouts using the simplified version of Systematic Layout Planning (SLP), recognized throughout the world as the most organized way to develop layout plans. Thousands of projects have been planned with SLP and its use is standard practice in the office furnishings industry.

Essential learning for those who are moving or establishing a new location, reengineering business processes and workflows, or reorganizing in ways that require new layouts.

Note: While this course uses office space examples, the procedures you will learn are equally effective when arranging laboratories, service areas, and institutional space.

## Objectives

- To improve communications and productivity among individuals, work groups and teams.
- To make better use of floor space.
- To enable supervisors and employee teams to plan their own rearrangements.

## Who Will Benefit

- Supervisors and team leaders
- Office and facilities managers
- Industrial Engineers and systems analysts
- Facilities planners and space planners
- Interior designers and architects
- Program leaders for Total Quality, Six Sigma, Continuous Improvement, and Business Process Reengineering

## Timing

Duration: 1 day  
(2-, and 3-day versions also available)

Start: 8:00  
AM Break: 10:30  
Lunch: 12:00 – 1:00  
PM Breaks: 2:15 & 3:45  
Adjourn: 5:00

## Course Outline

### A. INTRODUCTION & COURSE OBJECTIVES

- Typical approaches to office space planning.
- Basic concepts and principles.

### B. THE SYSTEMATIC APPROACH TO OFFICE LAYOUT PLANNING

- A simplified case problem.
- Systematic Layout Planning (SLP).

### C. BASIC DATA REQUIREMENTS

- Identifying functional areas.
- Analysis of paperwork and information flow.
- Measures of personal contact.

### D. ACTIVITY RELATIONSHIPS

- Deciding “what goes next to what”.
- How to substantiate relationships.

### E. OFFICE SPACE ANALYSIS

- Five ways to determine office space requirements.
- The influence of furniture types.
- Space standards.

### F. UPDATE ON ENVIRONMENTAL ISSUES

- Acoustics.
- Color.
- Indoor air quality.
- Ergonomics.