



Consulting and Training | Reach New Heights

Course Name

Workplace Management & Space Optimization

Sector Name

Administration and Office Efficiency

Document Type

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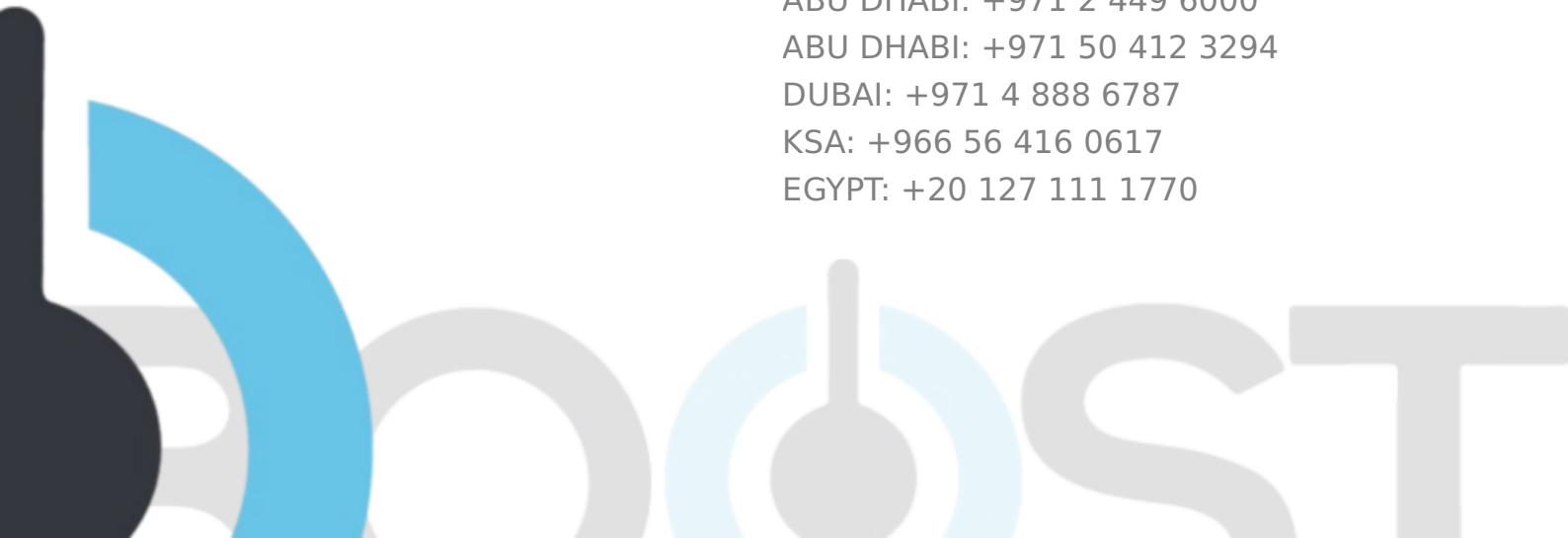
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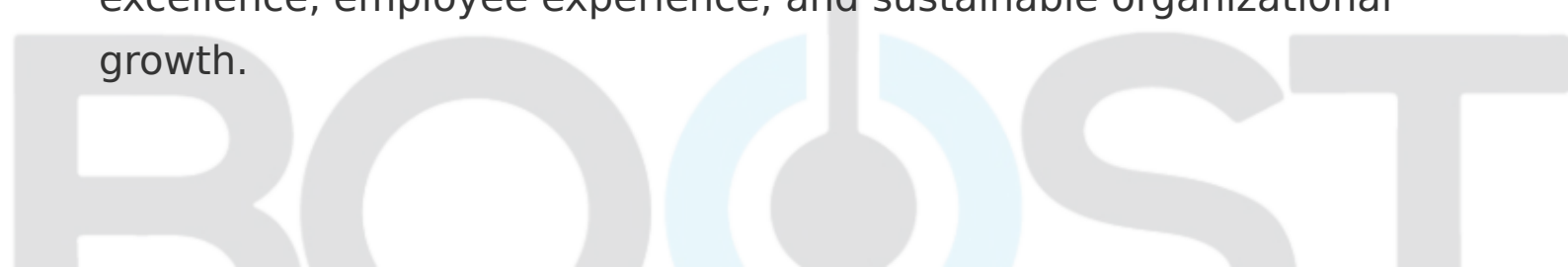


Workplace Management & Space Optimization

Course Introduction

Modern workplaces are no longer defined solely by physical office space—they have become dynamic environments that directly influence employee productivity, collaboration, well-being, and organizational performance. As organizations embrace hybrid work models, digital transformation, and evolving workforce expectations, effective workplace management and space optimization have become strategic priorities. Organizations must ensure that workspaces are efficiently designed, resources are optimally utilized, and workplace services support business objectives while creating safe, flexible, and engaging environments.

Designed by **Boost Consulting & Training**, this comprehensive program equips participants with knowledge, practical methodologies, and international best practices required to effectively manage workplace environments and optimize space utilization. Participants will learn how to develop workplace strategies, plan and allocate space efficiently, improve workplace operations, leverage workplace technologies, measure performance, and establish governance practices that support operational excellence, employee experience, and sustainable organizational growth.



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Workplace Management & Space Optimization

Target Audience

- ✓ Workplace Managers
- ✓ Facilities Managers and Supervisors
- ✓ General Services Professionals
- ✓ Office Administration Managers
- ✓ Corporate Real Estate and Space Planning Professionals
- ✓ Professionals responsible for workplace operations and employee facilities

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Learning Objectives

- ✓ Understand the strategic role of workplace management in organizational performance.
- ✓ Develop effective workplace and space optimization strategies.
- ✓ Improve space utilization and workplace resource allocation.
- ✓ Apply best practices in workplace operations and employee experience management.
- ✓ Measure workplace performance and implement continuous improvement initiatives.
- ✓ Strengthening governance, sustainability, and future workplace planning.

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Workplace Management & Space Optimization

Course Outline

✓ Day 01

Foundations of Workplace Management

Modern Workplace Management

- ✓ Evolution of workplace management
- ✓ Strategic role of the workplace in organizational success
- ✓ Workplace trends and changing business needs

Workplace Planning Fundamentals

- ✓ Principles of workplace planning
- ✓ Types of workplace environments
- ✓ Aligning workplace strategy with organizational objectives

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Course Outline

✓ Day 02

Space Planning and Workplace Design

Space Planning Strategies

- ✓ Assessing workspace requirements
- ✓ Space allocation and utilization planning
- ✓ Designing flexible and efficient work environments

Workplace Service Design

- ✓ Planning workplace support services
- ✓ Optimizing workplace layouts and workflows
- ✓ Enhancing employee comfort and productivity

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Course Outline

✓ Day 03

Workplace Operations and Technology

Managing Workplace Operations

- ✓ Coordinating workplace services and facilities
- ✓ Managing occupancy and workplace resources
- ✓ Supporting hybrid and flexible working environments

Digital Workplace Technologies

- ✓ Smart workplace solutions
- ✓ Workplace management systems
- ✓ Data-driven workplace decision-making

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Course Outline

✓ Day 04

Performance Management and Continuous Improvement

Measuring Workplace Performance

- ✓ Workplace utilization and occupancy metrics
- ✓ Service quality and employee satisfaction indicators
- ✓ Workplace performance reporting and analysis

Continuous Improvement

- ✓ Improving workplace efficiency
- ✓ Enhancing employee experience
- ✓ Optimizing operational processes and resource utilization

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Course Outline

✓ Day 05

Governance, Sustainability & Future Workplaces

Workplace Governance and Sustainability

- ✓ Governance frameworks for workplace management
- ✓ Compliance, health, safety, and environmental considerations
- ✓ Sustainable workplace planning and resource management

Future Trends in Workplace Management

- ✓ Artificial Intelligence and smart workplace ecosystems
- ✓ Future workplace models and digital innovation
- ✓ Developing a long-term roadmap for workplace excellence and space optimization

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 9, 2026	Nov. 13, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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