

Effective Move

Organisations regularly make decisions regarding moving. For some organisations, the reason is one of growth, for others it is the need to change their work environment, and yet for others it is the stark reality of downsizing which becomes the catalyst. Even before the final decision to move, organisations set into place the forces for the eventual outcome of opportunity or nightmare. A clear, proactive plan allowing for the definition of achievable results can make the difference between calm and chaos.

Executives and managers quickly focus on the "big picture" issues of moving. They approve floor plans, select new or upgrade existing computer systems, and decide upon communications equipment design. They also decide whether to purchase new furniture or move the "old stuff." This furniture decision is influenced by the choice of office space: traditional, one of the newer concept of office environment, or a combination of the two.

Yet, if equal attention is not paid to the "small picture", such as how the affected staff respond to the move, the seeds of disengagement will be sown.

In most cases organisations elect to utilise existing staff, who are already struggling to keep up with their regular duties, as well as prepare for the move.

A move is change, and the process of change, although one of life's constants is stressful on the individual. Organisations need to be aware of these stresses and proactively address and implement an action plan to help the individual through the move/change process.

We find that the single most neglected issue in the move process is the unique needs of the individual. Often the human factors of the new office space are not well planned. Attention to helping the individuals prepare, pack, and move is virtually non-existent. It is imperative to address these concerns and to plan, in detail, all human factor needs before ordering furniture or finalizing move dates.

How does PEP help with this? Because we coach those moving offices *prior* to the move, we have every knowledge worker operating productively within an hour of arriving in their new work environment. PEP also eliminates waste, leading to direct savings in moving and storage costs.

PEP's approach is modular and phased in over time:

- Module One—Prior to the move, focused on purging and pruning existing workstations to ensure people are ready to move.
- Module Two—On the day of the move, organisation and clarity are vital to a successful move. We develop clear guidelines and communicate these to ensure that all team members get back to work in the minimum of time in the new workspace.
- Module Three—Follow up workshops/coaching with teams, to develop office protocols around the use of meeting rooms, open plan best practice, the new work culture etc.

Adopting this approach of paying attention at the individual level greatly increases the likelihood that the anticipated benefits of the move will be achieved.

If you want to know more about what we can do to help you change forever the way that you work then please contact us via our website
<http://www.pepworldwide.com.au/index.cfm>.

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