

# Office Space Planning and Workplace Layout Coordination

Office Administration

## Course Overview

Office Space Planning and Workplace Layout Coordination: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and...

## What You Will Achieve

- Explain the core principles and current good practice in Office Space Planning and Workplace Layout Coordination
- Apply practical tools and techniques for Office Space Planning and Workplace Layout Coordination in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Office Space Planning and Workplace Layout Coordination in practice
- Build a personal action plan to implement what you have learned

## Who Should Attend

Project managers, project engineers, planners, PMO staff and team members involved in delivering projects of any size.

## Course Outline

1. Foundations of Office Space Planning and Workplace Layout Coordination: principles, terminology and context
2. The business case: why Office Space Planning and Workplace Layout Coordination matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

## Upcoming Dates and Fees

| DATES                | VENUE     | FEE (PER DELEGATE) |
|----------------------|-----------|--------------------|
| 21 to 25 Sep 2026    | Online    | \$700              |
| 28 Sep to 2 Oct 2026 | Cape Town | \$1,450            |
| 12 to 16 Oct 2026    | Lusaka    | \$1,650            |

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|-------------------|--------------|----------------|
| 26 to 30 Oct 2026 | Maputo       | <b>\$1,395</b> |
| 2 to 6 Nov 2026   | Johannesburg | <b>\$1,395</b> |
| 16 to 20 Nov 2026 | Nairobi      | <b>\$1,395</b> |
| 23 to 27 Nov 2026 | Kampala      | <b>\$1,395</b> |
| 7 to 11 Dec 2026  | Durban       | <b>\$1,395</b> |

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### **LTC Consultants**

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.