



# WORKPLACE STRATEGY

by Europlan

Workplace services for a  
smarter office environment.



*It's about connecting  
people, not furniture.*

## EUROPLAN WORKPLACE STRATEGY

Our involvement with creating superior work spaces goes beyond the simple supply of furniture and accessories.

If you really want world-class workspace design, we encourage you to engage us early in the process.



## CULTURE SURVEY

Do you want to lift productivity and nurture a more positive work culture?

Do you also want to be able to manage change easily and establish a continuous improvement mind set?

For these things to happen, we begin by understanding your culture as it is now and as you want it to be in the future.

You can talk to us about:

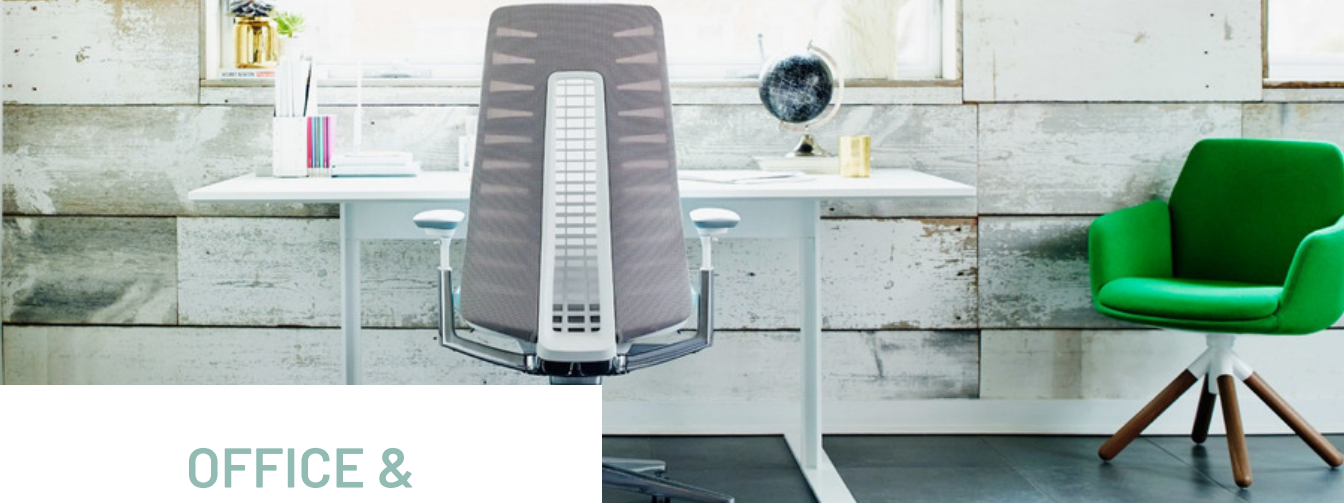
Values  
Leadership styles  
Language  
Procedures

And the definitions of success that make your organisation unique.

Work spaces are an expression of your culture, so having a vision of where you're going at the outset of a new-build, renovation or office change is essential.

We want your new office concept to go beyond superficial first impressions.





## OFFICE & ENVIRONMENT SURVEY

An essential part of creating the best office layout for productivity is talking to your employees.

How satisfied are they with their current work environment?

Are there any aspects of furniture or layout that hinder performance?

Do they have any ideas they'd like to see incorporated in a new office concept?

The results are hugely valuable for office setup ideas, from shared office layout design concepts right up to executive office design.

*You can engage us to survey your people, either in groups, individually or online.*



## UNDERSTANDING WORKSTYLES

*Now, and for the Future!*

We don't have to tell you that people work in different ways, depending on their role and personality, but you will be interested in how we use work style information to design better work spaces.

Spending time with specific user groups gathering information on how different types of employees work helps us to identify the best resources – space, furniture and equipment – to optimise productivity and happiness in the work space.





## SPACE PLANNING

Do you want to make the best use of every square centimetre of floor space? Space planning is an important element of workspace strategy.

It allows us to align your vision and needs with our ideas to understand how a space will perform once it's filled with people and furniture.

We use design software to try things out, solve problems and eliminate risks associated with designing office space layouts, so you can trust the final solution we recommend.

## PROCUREMENT & INVENTORY

Working with Europlan is a way to avoid the problems and extra expenses that arise when you order multiple products from different manufacturers with varying lead times.

Our single sourcing service removes complexity and prevents logistical nightmares. Your project team will get what's required, at the right place and the right time.

We also offer standardised procurement modules that match defined workplace settings, such as meeting rooms and collaborative zones.

This allows for faster ordering and supply timeframes, as well as ensuring a standardised look and feel across all your locations.

Europlan can provide short-to-long term storage of your office furniture inventory until you are ready to deploy or install the items. This service includes regular counts and reporting on stock balance.



## ACOUSTICS & DISTRACTIONS

Open plan office environments are prone to noise and interruption challenges.

Research shows that when open areas aren't formatted and furnished appropriately employees experience reduced concentration, decreased productivity, increased stress levels and a higher rate of absenteeism.

Our design thinking, furniture knowledge and understanding of how placement affects sound absorption is a fast-track to a better open plan office environment.



*Europian's expertise can help minimise noise and disruption in an open plan workspace.*

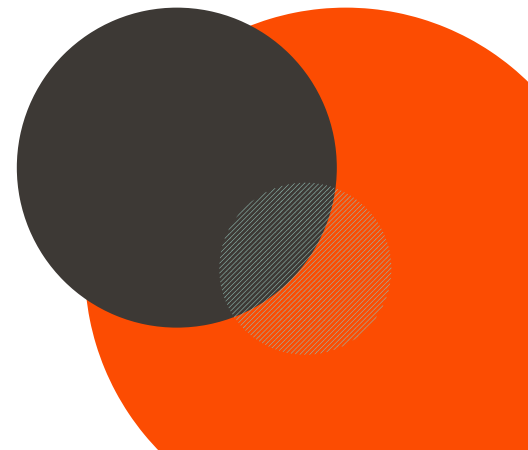
## INTERIOR & COLOUR

Workspace interior design is the discipline of enhancing the interior of a commercial building to achieve a healthier and more aesthetically-pleasing environment for your people, and for the visitors who use the space.

Colour theory is the examination of how colour can affect employees' mood and productivity.

It can also be used to enhance your brand, for both internal and external audiences.

Not all brand palettes are immediately suitable for application in a workplace interior, but there will always be ways to include branding that won't impact negatively on the office environment.







## TRENDS & KNOWLEDGE

Regular contact with Europlan will help your business or organisation keep up with new types of office layouts, office concept developments and the interplay of furniture with technology.

Our people stay at the forefront of workspace planning, office furniture design and workplace strategy.

We're ready to share our expertise and ideas in any way that helps you.

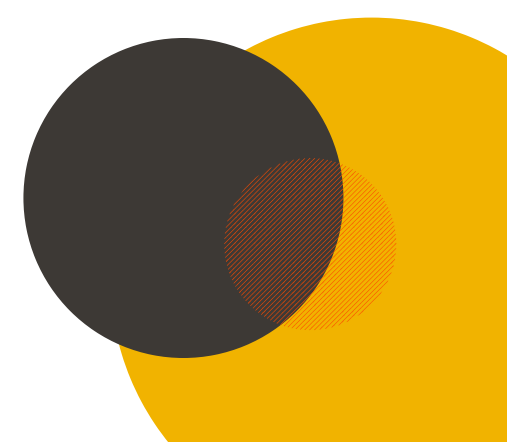


## PROJECT MANAGEMENT

If you don't have a project manager available within your team, business or organisation, we can source one for you.

Europlan project managers use a precise and proven methodology for project management, implementation and transition.

Policy, procedures and rules of engagement are established with all working parties, as part of the project management process.





## ANALYTICS

More and more companies are looking for the right data collection and analysis tools to assess real estate utilisation, floor space occupancy, employee productivity and the general efficiency of their workplace.

We can connect you to technology partners who have non-intrusive ways to gather relevant data and turn it into information for decision making.

This can include measuring footprint space utilisation across the floor plate, meeting rooms occupancy, unassigned desks usage and costs savings generated by telecommuting or working offsite.

*"Lease payments are opex, rather than capex, and furniture can be readily updated whenever necessary."*

## FURNITURE LEASING

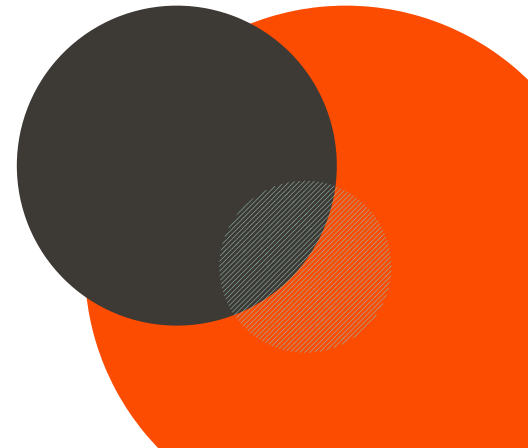
Traditionally office furniture and accessories would be purchased as fixed assets, and then depreciated over 10 to 15 years.

Today, furniture leasing is becoming more and more popular.

This strategy is fully compatible with the concept of flexible agile workspaces that shrink and expand according to need.

Terms for leasing furniture range from 36 months to 60 months and payments are made monthly.

Whether you need a relocatable meeting room or a multi floor fit out, we can provide practical leasing solutions for office spaces of any size.







## ASSET MANAGEMENT

With our assistance you can easily maintain an accurate fixed assets register and warehousing service using a simple web-based solution.

This service helps you to achieve bottom line objectives by ensuring you only use what you need, when you need it.

We can also help you to standardise your furniture solutions, which can minimise inventories and maximise the return on your investment.

*The Europlan asset  
management programme  
offers...*



fixed asset reporting and management  
new additions and disposal of fixed assets  
inventory audits  
reconciliation of physical assets on-site to balance sheet  
value propositions to customers:  
cost effective solution without investing in software  
regular reporting and updates  
high visibility to all departments  
satisfy requirement of finance & auditor in safeguarding fixed assets  
a defined process to add and dispose fixed assets  
cost allocation by departments, floors, locations  
regional tracking of fixed assets is possible  
optimise fixed asset usage



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