The Office Relocation Sourcebook: A Guide to Managing Staff Throughout the Move PDF
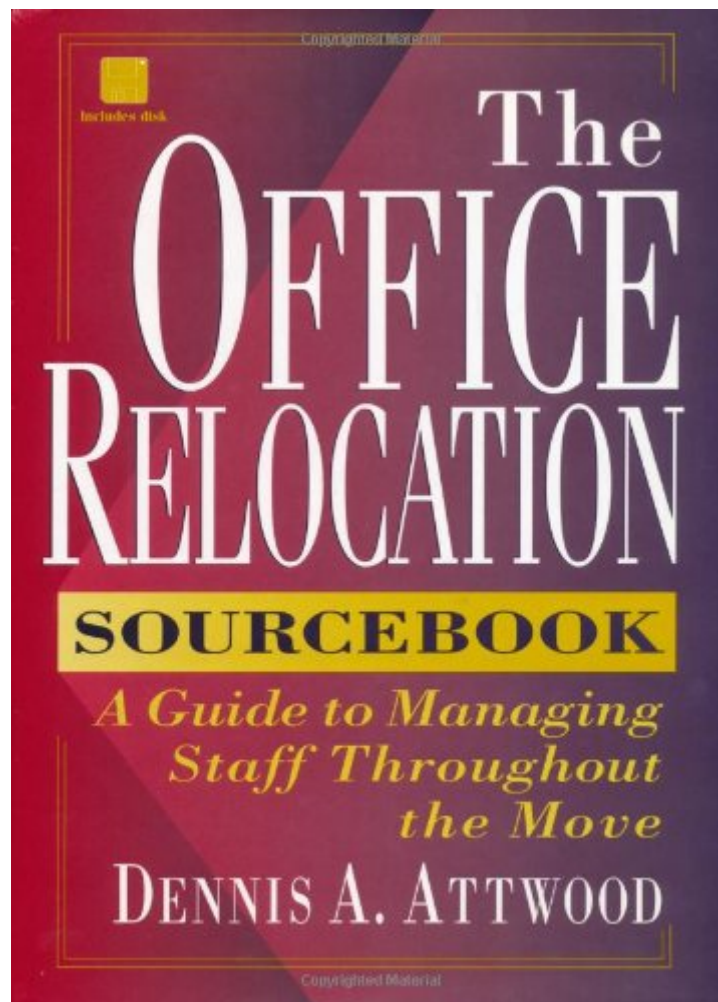

The Office Relocation Sourcebook: A Guide to Managing Staff Throughout the Move by Dennis A. Attwood ISBN 0471130168
A complete guide for turning a relocation plan into a reality

The Office Relocation Sourcebook provides relocation teams, at firms of all sizes, with the background information and practical guidance they need to pull off a relocation project cost-effectively and with a minimum of disruption to the employees being moved. Written by the head of the Human Factors Group at Exxon Biomedical Sciences, Inc., this valuable resource:
* Arms you with all the forms, checklists, surveys, and summaries guaranteed to make any office relocation project as painless and cost-efficient as possible
* Guides you step by step through the entire relocation process, from the initial planning stages to

post-project evaluation
* Covers both the nuts-and-bolts issues and crucial human factors side of the relocation equation
* Features a computer disk packed with valuable relocation tools, including a comprehensive relocation template

Take the sting out of your next relocation project with The Office Relocation Sourcebook.

Office relocation is one of the most challenging aspects of a facility professional's job. This challenge and the thrill of meeting it are even greater for members of the relocation team who have had little or no prior relocation experience. To begin with, there are the thousand and one logistical details that go into the designing, planning, and implementation of a relocation project. Then, there is the seemingly impossible task of keeping affected employees happy and supplied with everything they need to perform their jobs--without running into massive cost overruns.

The Office Relocation Sourcebook takes the sting out of relocation. Written by an author with twenty-five years' experience in facility management and human factors design, this valuable resource provides all the background information and practical guidance needed to pull off a cost-effective relocation project with a minimum of disruption. These methods and techniques are appropriate for firms of any size, regardless of the number of employees being relocated.

Writing in a warm, conversational style, peppered with handy checklists, summaries, and survey tools, Dennis Attwood guides you step by step through the entire relocation process, from the initial planning stages to post-project evaluation. He provides coverage of nuts-and-bolts issues through the human factors side of the relocation equation. For instance, Attwood explores workers' reasons for resisting relocation and describes innovative communication techniques that can substantially reduce employee resistance and the common adverse side effects of disrupting the workplace. In his discussion of work system planning, he compares traditional design arrangements, such as the neighborhood and team concepts, with alternative workplace strategies, including reuse of existing office space, and the office outside of the company.

The enclosed disk supplies a variety of useful tools and, in addition to the forms and checklists found in the book, arms you with a valuable relocation template.

Make your next office relocation project a success with The Office Relocation Sourcebook.

The Office Relocation Sourcebook: A Guide to Managing Staff Throughout the Move Review

This The Office Relocation Sourcebook: A Guide to Managing Staff Throughout the Move book is not really ordinary book, you have it then the world is in your hands. The benefit you get by reading this book is actually information inside this reserve incredible fresh, you will get information which is getting deeper an individual read a lot of information you will get. This kind of The Office Relocation Sourcebook: A Guide to Managing Staff Throughout the Move without we recognize teach the one who looking at it become critical in imagining and analyzing. Don't be worry The Office Relocation Sourcebook: A Guide to Managing Staff Throughout the Move can bring any time you are and not make your tote space or bookshelves' grow to be full because you can have it inside your lovely laptop even cell phone. This The Office Relocation Sourcebook: A Guide to Managing Staff Throughout the Move having great arrangement in word and layout, so you will not really feel uninterested in reading.