The SWAGguide

[Strategic Workplace Advisory Guide]

Bringing together all of the **workplace modernization** pieces for project teams, facilities & accommodations groups, organizational leaders and anyone else just looking for answers.

Presented by the Strategic Workplace Advisory Group (SWAG)

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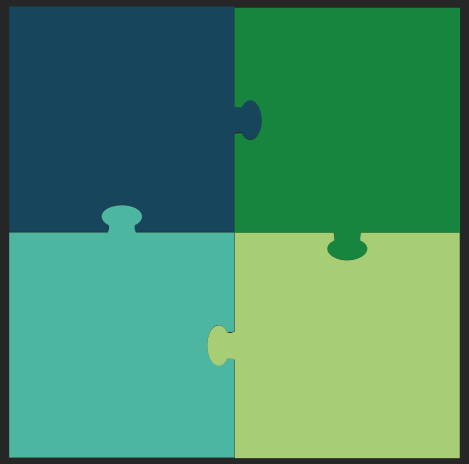
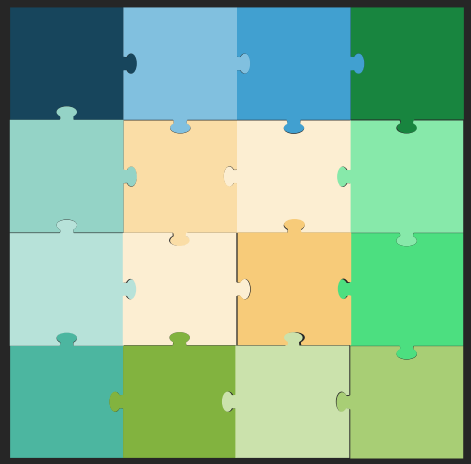
This book has two parts:

Part 1:
Level-setting



A click-through narrative that sets the foundation for part 2.

Part 2:
Practical solutions



Best practices and recommendations for workplace modernization projects.

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Part 1:
Level-setting

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Modernizing the workplace is fun, exciting and, in most cases, really overdue!

BEFORE

The reality is that most GoC workplaces still look like this!

AFTER

A much needed upgrade… with A LOT of added perks!

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But as you likely already know, it’s about much more than new furniture, especially in today’s context.

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Workplace modernization is about enabling a modern *way* of working, and there are four crucial pieces required to make sense of this puzzle.

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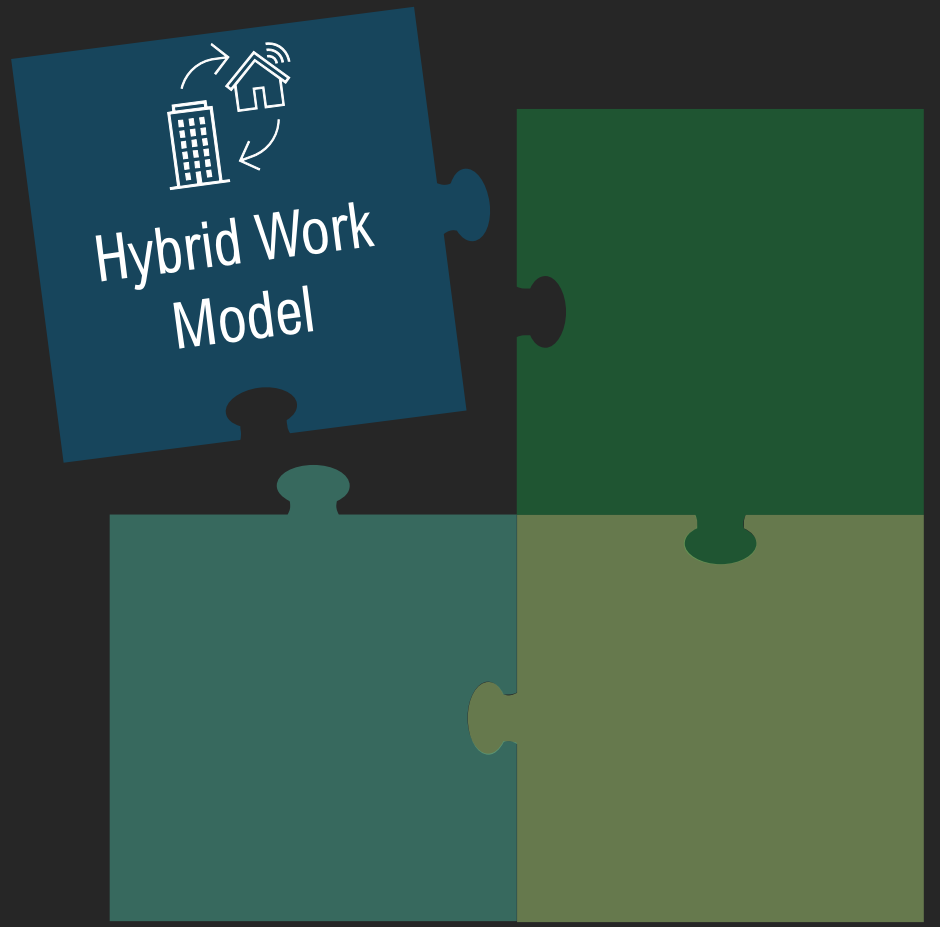
Defining a clear hybrid work model is vital to manage the impacts it will have on the space and the people using it.



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No matter which hybrid model is defined by your organization, it will have a major impact on your overall portfolio strategy.

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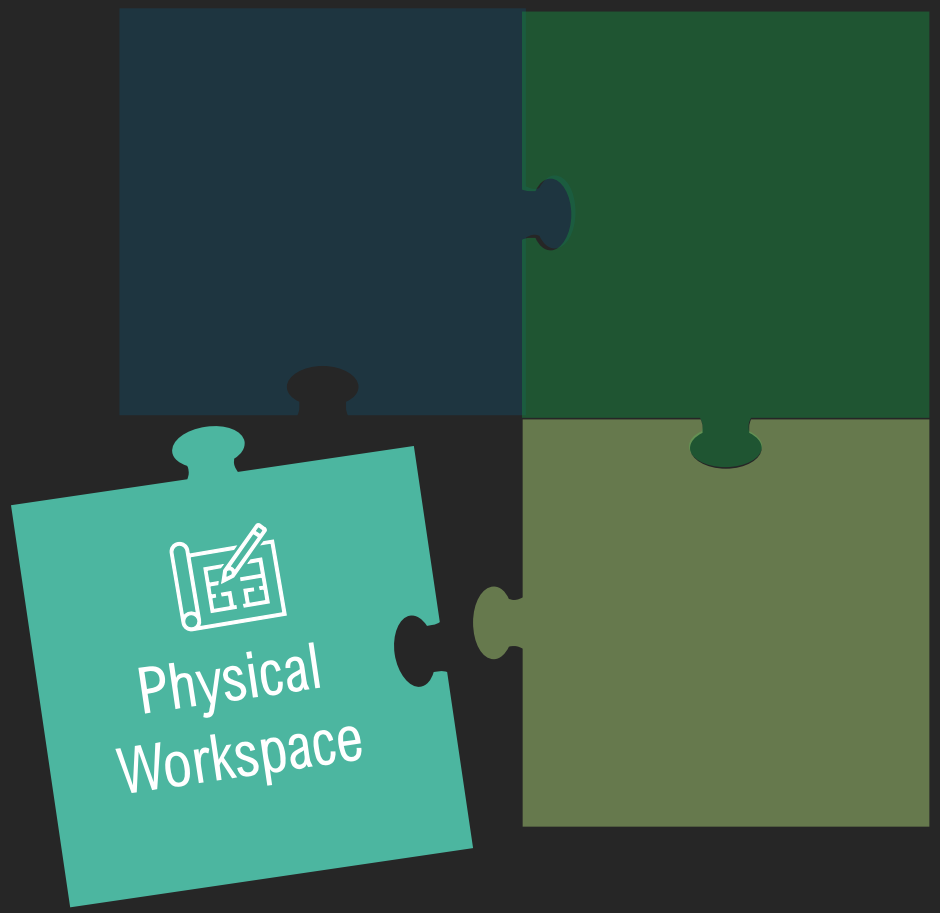
A modern portfolio strategy is enabled by modern workplaces. GCworkplace, the current design standard for all general purpose office space, is how we modernize the physical workspace.



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The last, and possibly the most misunderstood piece of the workplace modernization puzzle, is the way a GCworkplace is intended to be used…

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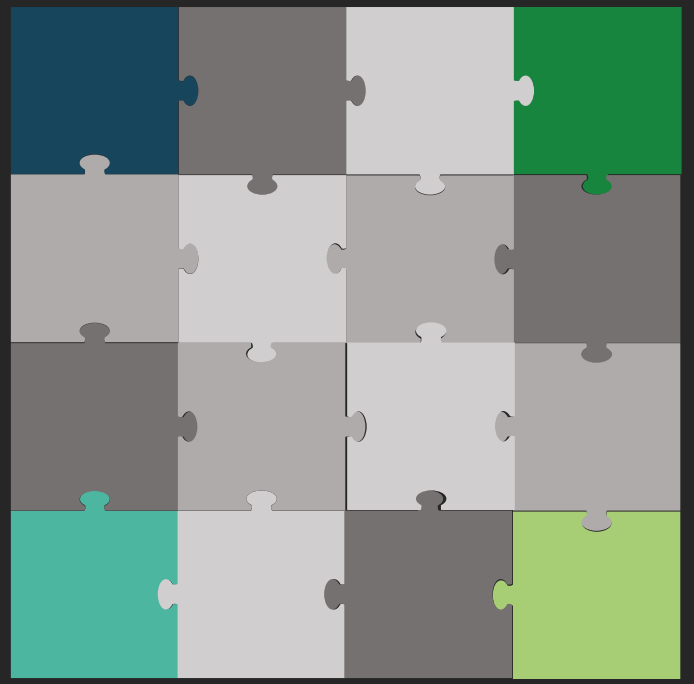
Part 2:
Practical solutions

With all of the big pieces in place ☑, practical solutions and best practices can now be used to inform and enable workplace modernization projects…



Practical Solutions

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- Health & Safety
- Wellbeing & Inclusivity
- On-site Office Coordinator
- Lockers & Storage
- Workpoints & Support Spaces
- Space Booking Strategies
- Wayfinding & Signage
- Hybrid Working in Unmodernized Space
- Post-occupancy
- Contacts & Resources

Look for these!

FYI

For Decision

For Action

Consideration

Available Change Management Activity

Available Tool

Requires input or action from one or more members of your integrated project team

- IM — Information Management
- IT — Information Technology
- Sec — Security
- HR — Human Resources
- CM — Change Management

SWAGbook
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