

MANAGING YOUR OFFICE MOVE

Moving your office to a new location is a difficult endeavor, requiring advance planning and acclimating to a new space. This presentation is designed to help you negotiate your office move smoothly and efficiently. We will discuss how best to prepare for the move, how to pack, what to pack, and how to unpack and settle into your new space with a minimum of hassle. Participants will be offered specific tips and techniques for making the myriad decisions that accompany a move, and for how to best utilize and maximize their new office space.