

Workplace Strategy – QTC Build

Website: www.qtcbuild.com.au/staff-survey

Client Code: J0330

Password: McLarens0330

A workplace strategy involves designing a workspace to align with an organization's goals and meet employee needs. It includes creating layouts, integrating technology, and designing spaces that enhance collaboration, flexibility, well-being, and productivity. An effective strategy adapts to changes, supports employee wellness, and helps achieve business objectives. Regular evaluations ensure its continued success. Some benefits of a workplace strategy include:

<u>Improved Efficiency:</u>	Designing for less distractions, rezoning, quiet zones, improving technology and workflow.
<u>Greater Engagement:</u>	Collaboration enhances productivity, particularly where dedicated areas are created for it.
<u>Enhanced Creativity:</u>	A fun, designed workplace fuels creativity, inspires fresh ideas, bolsters a creative culture.
<u>Attracting Talent:</u>	A positive culture and a well-designed office are appealing to prospective employees.
<u>Staff Retention:</u>	Staff will see their needs are being addressed, and see the outcome and benefits provided.
<u>Cost Reductions:</u>	We can design to minimise staffing, office space, and enhance efficiency and productivity.

We divide the workplace strategy into four stages: Strategy, Survey, Synergy, and Style. Each stage is managed by a team consisting of a Workplace Strategist, a Business Coach, and a Commercial Designer. Here's a brief overview of each stage:

1. Strategy Session

In the initial meeting, we define your objectives, gather key information about your business, and identify potential enhancements for your space redesign. We walk you through each stage of the Workplace Strategy and address any questions. Ideally, this session is held in person at your premises, but if conducted online, a separate site visit should be arranged.

2. Staff Survey

We conduct a survey to gather insights on workplace dynamics, working styles, preferences, and schedules. This survey is often facilitated via Teams to allow for real-time questions and ensure complete submissions, though it can also be completed independently using the provided Survey and FAQ document.

3. Synergy - Past, Present, Future

We compile the survey results into a comprehensive report, which is reviewed with management. We then evaluate the initial information from the Strategy Session alongside the survey results to determine necessary changes. Sometimes, a follow-up meeting may be needed for further discussion or additional information.

4. Style - Align, Refine, Design

Based on decisions and recommendations, we create a detailed layout that aligns with the Workplace Strategy. This includes a floor plan, design guidelines, and a fitout budget. For higher-end designs, we can also provide renders, furniture schedules, and coordinate supplier visits at an additional cost.

Workplace Strategy – Strategy Session

In this initial meeting, we define your specific objectives and goals, gather key information about your business, and identify enhancements for redesigning your current or new space.

Company Name: McLaren

Meeting Attendants: Richard and Suzanne

WPS Goals:

Increasing the floorplate to allow for an expansion of staff, as current environment is small and complaints about noise levels are high

Already taking lease of a floor within the same building. Looking for a well designed and efficient layout

Refit or Refurb:

New Fitout on level 12 of 45 Williams Street

5 Year Plan / Strategy for Growth:

Another 10-12 staff spread over various teams

Leadership Style / Capability?

Currently there are 8 managers in Melbourne leading different departments

Current Staff Numbers and Teams:

3 Support, 1 Strata, 16 Property, 2 in Marine with 2 Marine Supports, 2 in IT, 1 for Haliwell, 4 in Forensic, 2 in CNR and 2 in Casualty

Current Challenges:

Noise in the office, limited access to quiet areas or meeting rooms, too many staff WFH, difficult to collaborate

What Industry / Nature of Work:

Insurance claims, many meetings, zoom and teams meetings, on site inspections

Current Facilities / Amenities:

Kitchenette

Current Culture Assessment:

Offer Hot Desk / Flex Time / WFH:

Currently offer Flex Time and Working from Home.

Current Technology Use:

Laptops, Dual Monitors, Data Connection

Utilities and Stationery:

Printer and Utilities area though rarely used.

Regular Staff Meetings:

A large Property and Forensics Meeting consisting of 20 staff

Site Based / Office Work:

Both, assesses need to visit site, work done in office, teams and zooms meeting, working from home as well

Teams that Collaborate:

Property and Casualty, Marine and Forensics, Property and Forensics

Perceived Redundant Areas:

No redundant areas, require more storage for IT and Folders, more collaborative spaces, more workstations, more meetings rooms

Common Complaints:

Mainly noise, though lighting concerns were raised.

Relocate Location:

In the same Building

Fitout Budget:

\$250k - \$350k

Technology Budget:

Seperate

Brand / Colour Schemes:

Blue, but not a big issue to incorporate

Staff Social Activities:

N/A

Business Growth:

10 workers over next 5 years

Plants & Greenery:

Not currently, though could be included

Staff Work Challenges:

Wanting to get staff back into the office, and be able to collaborate

Current Design:

A standardised design with minimal features. Currently using a Zip Tap

Special Area Requirements:

A large enough room for meetings of 20, and individual meeting rooms of 4 persons, with 2 x TV's to present

Anything Else To Communicate

Not at this stage, besides a speedy design and fitout as the lease starts at the end of October
