

New IWFM Good Practice Guide Supports Smarter Space Planning

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[The Institute of Workplace and Facilities Management](#) has published a new Good Practice Guide, Space Planning and Management, offering practical support for organisations seeking to make better use of their workplace environments.

The publication provides clear, evidence-based guidance on how to plan, manage and adapt space in response to hybrid working, digital transformation and increasing expectations around sustainability and wellbeing. Space remains one of the largest organisational assets. However, the way it is used has changed significantly. Offices are no longer designed for fixed occupancy, and organisations must now balance flexibility, efficiency and user experience. The guide addresses these challenges, helping professionals ensure that space delivers value for both people and organisations.

Written by leading workplace planning expert Simone Fenton-Jarvis FIWFM, the guide examines how workplace professionals can connect organisational strategy with day-to-day operational decisions. It highlights the importance of aligning space planning with workforce needs, business priorities and organisational culture.

Topics covered include space strategy, utilisation, data and technology, workplace design, change management and future trends. The guide also provides practical tools and frameworks to support decision-making and implementation.

Andrew Gladstone-Heighton, Head of Policy and Insight at IWFM, said: 'Workplace professionals are managing increasingly complex environments, where expectations around flexibility, inclusion and

sustainability continue to grow. This guide provides practical support to help organisations make informed decisions about space and ensure it works effectively for everyone.'

The guide reinforces the importance of taking a long-term view. It highlights the role of data, collaboration and continuous review in ensuring space strategies remain effective as organisational needs evolve.

Space Planning and Management is available free to IWFM members and for £65 to non-members. See iwfm.org.uk