



ADMINISTRATION AND SECRETARIAL | AS-010

Office Operations in a Hybrid Workplace

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Course content

Why Attend

Hybrid working has changed how offices operate, from space booking and visitor management to supplies, communication and team coordination. Office managers must adapt operations to new patterns.

This Aractech course covers hybrid office models, space and desk management, facilities coordination, digital office tools, visitor and front-of-house processes, supplies and vendors, health and safety, and creating a positive workplace experience. Participants redesign office operations.

Course Methodology

- Practical workshops
- Case studies
- Process redesign
- Tool demonstrations
- Group discussions

Course Objectives

- Understand hybrid office models
- Manage space, desks and meeting rooms
- Coordinate facilities and vendors
- Use digital tools for office operations
- Manage front-of-house, visitors and safety
- Create a positive hybrid workplace experience

Target Audience

- Office managers
- Administrative managers

Course content

- Facilities coordinators
- Executive assistants

Course outline

Detailed course outline

Day-by-day outline for Office Operations in a Hybrid Workplace.

Day 1 - Hybrid Office Models

- 09:00-09:45 | Changing workplace
- 09:45-10:30 | Hybrid patterns
- 10:30-11:00 | Employee expectations
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Employee expectations (continued)
- 11:45-12:30 | Office purpose
- 12:30-14:00 | Exercise: Office usage review

Day 2 - Space Management

- 09:00-09:45 | Desk booking
- 09:45-10:30 | Meeting rooms
- 10:30-11:00 | Space planning
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Space planning (continued)
- 11:45-12:30 | Occupancy data
- 12:30-14:00 | Workshop: Space plan

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Day 3 - Facilities and Vendors

- 09:00-09:45 | Facilities coordination
- 09:45-10:30 | Supplies
- 10:30-11:00 | Vendor management
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Vendor management (continued)
- 11:45-12:30 | Budgets
- 12:30-14:00 | Exercise: Vendor review

Day 4 - Digital Office and Front of House

- 09:00-09:45 | Digital tools
- 09:45-10:30 | Visitor management
- 10:30-11:00 | Reception
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Reception (continued)
- 11:45-12:30 | Health and safety
- 12:30-14:00 | Case study: Hybrid office transformation

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Day 5 - Workplace Experience

- 09:00-09:54 | Culture and connection
- 09:54-10:48 | Events
- 10:48-11:00 | Feedback
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Feedback (continued)
- 12:12-13:06 | Continuous improvement
- 13:06-14:00 | Capstone: Office operations plan

Seminar dates

Available seminar dates

Live dates and pricing for Office Operations in a Hybrid Workplace generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Barcelona	Classroom	€2,815
16 - 20 November 2026	London	Classroom	€2,315
7 - 11 December 2026	Munich	Classroom	€3,225
21 - 25 December 2026	Istanbul	Classroom	€1,978
18 - 22 January 2027	Dubai	Classroom	€1,845
15 - 19 February 2027	London	Classroom	€2,315
15 - 19 March 2027	Barcelona	Classroom	€2,815
19 - 23 April 2027	Istanbul	Classroom	€1,978
17 - 21 May 2027	Amsterdam	Classroom	€2,830
21 - 25 June 2027	Paris	Classroom	€3,825

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