

# CORPORATE RELOCATION

## KEY TIPS FOR HR MANAGERS

As Human Resource Managers, we are often tasked with managing the relocation of our company. With over 30 years of experience working with executives to successfully lead teams through relocations we understand the unique role that you have been given and created a plan to walk you through key aspects of the process.

### RELOCATION PLAN

Whether you are moving 100 or 1000 staff members, communication is key to a successful relocation project. As you develop your stakeholder committee and relocation plan, focus on "why" the relocation is necessary. Lead with the "why" as you begin communicating the plan throughout the organization. Communicate in real time to give employees updated information, dispel rumors, and answer questions to reduce anxiety. Ensure that your team includes leadership, facilities, IT, and department managers.

### PLANNING YOUR RELOCATION

Start planning your relocation 6 - 12 months in advance for moves larger than 300 staff. Get a qualified team on board including a relocation management coordinator, furniture vendors and a mover. **Furniture can take anywhere from 3 - 6 months to arrive and install so don't delay in ordering for your new location!**

### HOW TO HIRE A MOVER

Developing a detailed scope of work is key to bidding and obtaining the right moving company for your project. The scope will include the breakdown of staff, inventory and infrastructure relocating. **The mover price will range from \$100 - \$150 per person with additional fees for inventory, furniture and warehouse content.**

### 3 KEY STEPS

- Focus on clear and concise communication with your stakeholders and staff.
- Develop a detailed scope of work for the mover to ensure you receive an accurate bid.
- Ensure your stakeholder team includes facilities, IT, department managers and move champions.

"LEAD WITH THE "WHY" BEFORE THE "WHAT". PEOPLE ARE MORE LIKELY TO RESIST WHAT THEY DON'T UNDERSTAND"

### MOVE CHAMPIONS

Move champions are key to a successful relocation. These are individuals in your organization who are excited about the changes happening and look forward to new beginnings. When identified early in the process, move champions can help lead your teams through the transition as peer-to-peer advisors and resources. Move champions should be tasked to organize the purge parties, lead the welcome celebration and orient staff on amenities.