IPI Academy

MANAGEMENT forum



Presented by
Management Forum

Facilities Management for Office Managers

An essential course for those responsible for facilities management within their business.

Format:
Bespoke training

CPD:
3 hours for your records (depending on your requirements)

Certificate of completion

Course overview

This course is essential for anyone new to the role of office or facilities manager and those with specific responsibilities for ensuring the safety of the building(s) that the business operates from.

There is a legal obligation upon businesses to ensure that staff are safe, healthy and well at work, which includes the need to ensure that certain tasks are carried out on a regular basis. If you have been tasked with ensuring that your business meets the legal requirements of staying compliant with Standards such as ISO 14001 (environmental) or ISO 45001 (health and safety) this is an essential training event for you.

This course has been designed to give office managers and facilities professionals the essential information they need to understand what is required of them and the skills needed to carry out the vital tasks. It will provide practical guidance on what their organisation should have in place, and give them the knowledge and confidence to succeed in their role.

Delegates will gain a comprehensive overview of tasks that need to be carried out within typical office premises and they will be signposted to useful websites, where they can gain additional (free) information about those tasks.

The expert trainer will also provide a compliance calendar that delegates will be able to use within their own organisations. This very useful tool will help monitor responsibilities and show a level of visibility of upcoming tasks. Along with detailed instructions, this tool will ensure you can succeed in the facilities management role.

Delegates will also learn about additional tools such as audit and inspection templates, and understand what type of records must be kept in relation to each of the activities covered. The course also covers the importance of maintaining records and information on alternatives to using spreadsheets.

Benefits of attending

By attending this event you will:

- **Understand** the main duties and responsibilities required in the facilities management role
- **Learn** how to use a compliance calendar to enhance your effectiveness
- **Get to grips** with organising audits and inspections
- **Master** the skills of keeping and maintaining records

Who should attend?

This course is relevant for all those with facilities management responsibilities within an organisation, including:

- Office managers
- Compliance managers
- Facilities managers
- Health and safety managers
- Environmental managers

Reviews

★★★★★

Fantastic course. Just fantastic!

Deyana Bozhanova
Office Manager
Forensic Risk Alliance Limited
Nov 13 2024

★★★★★

I felt it was great! Very informative and you can tell the facilitator knew what she was talking about.

Teresa Scott
Office Manager
DataBank Holdings, Inc.
May 1 2024

★★★★★

Fantastic presentation and very informative webinar and even lovelier speakers.

Nadia Anton
Office Operations
Swordfish Investments
Aug 8 2023

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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