

Mastering Facilities Management: A Complete Training Course

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Course Overview:

The course is designed to provide complete knowledge and practical skills essential for effective facilities management. This course covers a wide array of critical topics, including Health and Safety Compliance, Risk Assessment in Facilities Management, Building Maintenance Best Practices, and Occupational Health and Safety. Participants will gain an in-depth understanding of the Corporate Manslaughter Act 2007, Construction Management Safety, Fire Safety Regulations, and Workplace Well-being Improvement. Environmental Protection in Facilities Management and Flexible Working Policies are also key components of the curriculum. The course further explores Property Law Compliance, Financial Management in Facilities, Risk Management Strategies, and Business Continuity Planning. By the end of this training, attendees will be well-versed in Outsourcing Facilities Management, Transport Policies for Facilities, Information Technology in Facilities Management, Energy Efficiency in Facilities, and Waste Management Solutions. The course ensures that participants are equipped to handle Space Design and Management, Safety and Security Measures, CCTV Security Systems, Plant and Property Maintenance, and Preventive Maintenance Programs.

Target Audience:

- Facility Managers
- Operations Managers
- Health and Safety Officers
- Property Managers
- Maintenance Supervisors
- Building and Construction Managers
- Environmental Health Officers

Targeted Organizational Departments:

- Operations
- Health and Safety
- Property Management
- Maintenance
- Environmental Services
- IT and Security

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Targeted Industries:

- Real Estate
- Construction
- Manufacturing
- Healthcare
- Education
- Government

Course Offerings:

By the end of this course, participants will be able to:

- Develop and implement complete facilities management strategies.
- Ensure compliance with Health and Safety regulations.
- Conduct effective risk assessments and implement mitigation techniques.
- Manage building maintenance programs efficiently.
- Understand and apply the Corporate Manslaughter Act 2007.
- Enhance workplace well-being and safety.
- Integrate environmental protection practices into facilities management.
- Apply flexible working policies and manage property law compliance.
- Optimize financial management within facilities operations.
- Develop robust business continuity plans and manage outsourcing effectively.

Training Methodology:

This course utilizes a blend of interactive training methods, including case studies, group discussions, practical exercises, and feedback sessions. Participants will engage in real-world scenarios to apply their learning and develop problem-solving skills. The course incorporates hands-on activities to reinforce key concepts and techniques, ensuring a practical understanding of facilities management best practices.

Course Toolbox:

- complete workbooks
- Reading materials and reference guides
- Interactive case studies and real-world scenarios

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Course Agenda:

Day 1: Introduction to Facilities Management and Compliance

- **Topic 1:** Complying with Safety, Health, Fire, and Environment Law Enforcement
- **Topic 2:** The Health and Safety Commission and the Health and Safety Executive
- **Topic 3:** Regulations: The Health and Safety at Work Act 1974
- **Topic 4:** The Corporate Manslaughter and Corporate Homicide Act 2007
- **Topic 5:** Leading Health and Safety at Work: Successful Health and Safety Policy
- **Topic 6:** Primary Regulations Relating to Health and Safety
- **Reflection & Review:** Reflection & Review on Day 1 topics

Day 2: Risk Assessment and Occupational Health

- **Topic 1:** Risk Assessment: Spotting Hazards and Controlling Risks
- **Topic 2:** Recording the Findings, Reviewing, and Revising
- **Topic 3:** Suitable and Sufficient: Criminal Sanctions and Civil Compensation
- **Topic 4:** Promoting Occupational Health: Avoiding Back Pain and Preventing Work-Related Upper Limb Disorders
- **Topic 5:** Reducing Noise and Asbestos-Related Diseases
- **Topic 6:** Legionellosis: Prevention and Control
- **Reflection & Review:** Reflection & Review on Day 2 topics

Day 3: Workplace Safety and Flexible Working Policies

- **Topic 1:** Accidents and Incidents: Improving Well-being
- **Topic 2:** Preventing Slips and Trips: Towards a Safe Workplace
- **Topic 3:** Equipment and Vehicle Safety Other than Motor Vehicles on Public Roads
- **Topic 4:** Flexible Working, Homeworking, and Hotdesking Policies
- **Topic 5:** Construction Work and Building Management Safety Issues
- **Topic 6:** Construction Design and Management Regulations 2007
- **Reflection & Review:** Reflection & Review on Day 3 topics

Day 4: Fire Safety and Environmental Protection

- **Topic 1:** Fire Safety: Risk Assessment and Means of Escape
- **Topic 2:** Fire Notices, Equipment, and Staff Responsibilities
- **Topic 3:** Competency in Fire Safety and Disability Discrimination
- **Topic 4:** Environmental Protection and Liability: Waste Management
- **Topic 5:** Corporate Social Responsibility in Facilities Management
- **Topic 6:** Supply Chain Management: Ensuring Compliance
- **Reflection & Review:** Reflection & Review on Day 4 topics

Day 5: Advanced Facilities Management Practices

- **Topic 1:** Financial Management in Facilities: Budgetary Control and Cost Centers
- **Topic 2:** Zero-Based Budgeting and Benchmarking Facilities Costs
- **Topic 3:** Risk Management Strategies: Risk Analysis, Assessment, and Mitigation
- **Topic 4:** Business Continuity Planning: Developing and Implementing Strategies
- **Topic 5:** Outsourcing Facilities Management: Choosing Contractors and Service Level Agreements
- **Topic 6:** Information Technology in Facilities Management: IT Infrastructure and Digital Risk
- **Reflection & Review:** Reflection & Review on Day 5 topics

How This Course is Different from Other Facilities Management Courses:

This training course stands out by offering a holistic and integrative approach to facilities management. Unlike other courses, it covers an extensive range of topics, from Health and Safety Compliance to advanced IT Infrastructure in Facilities. This course emphasizes practical application, with real-world case studies and interactive sessions that ensure participants can implement what they learn. The focus on current industry trends, such as Environmental Protection and Sustainable Facilities Management, prepares attendees to meet modern challenges head-on.

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Training Course Categories

- Agile PM and Project Management Training Courses
- Agribusiness & Food Security Training Courses
- Aviation Management and Operations Training Courses
- Certified Courses By International Bodies
- Communication and Public Relations Training Courses
- Crisis Management and Business Continuity Training Courses
- Data Analytics Training and Data Science Courses
- Digital Government & Public Service Training Courses
- Education and Learning Development Training Courses
- Environment & Sustainability Training Courses
- Facilities and Real Estate Training Courses
- Finance and Accounting Training Courses
- Governance, Risk and Compliance Training Courses
- Healthcare Management Training Courses
- Heritage Conservation and Museum Management Training Courses
- Hospitality and Tourism Training Courses
- Human Resources Training and Development Courses
- IT Security Training & IT Training Courses
- Leadership and Management Training Courses
- Legal Training, Procurement and Contracting Courses
- Maintenance Training and Engineering Training Courses
- Marketing, Customer Relations, and Sales Courses
- NGO, Humanitarian and Development Management Training Courses
- Occupational Health, Safety and Security Training Courses
- Oil & Gas Training and Other Technical Courses
- Personal & Self-Development Training Courses

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Training Course Categories

- Quality and Operations Management Training Courses
- Secretarial and Administration Training Courses
- Shipping, Maritime and Ports Training Courses

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