



The Professional Facilities Manager – Operational Management (Intermediate Level)

3-day course



*This course provides tuition for optional
BIFM level 4 qualifications in facilities management
See 'Professional Recognition' section below for details*

Aim

To explain the strategic impact of facilities management on organisations and how to apply techniques to add value to the facilities management operation and improve its performance in line with organisational objectives

Objectives

By the end of this course you will be able to describe:

- The wide scope, extent and diversity of the FM function
- How Facilities Management relates to organisational objectives and business drivers
- The impact that commercial priorities and culture have on the provision and resourcing of FM services
- The key factors driving facilities requirements and how these influence the priorities for FM service levels and resourcing
- The key functions of Facilities Management and how it responds to a variety of business models
- How to identify and best deliver and manage support services and building services
- Whether it is best to deliver services in-house or using outsourcing
- Key aspects of financial management for facilities managers and understanding facilities costs in the wider business context
- How to collect and interpret financial information and to explore the part played by FM in the business as a whole
- How occupancy costs fit in to the context of the wider business
- How to manage a relocation project, and the key principles of project management
- Structuring project teams, understanding roles and responsibilities
- How to identify key environmental and sustainability issues, legislative requirements and develop a mitigation plan
- Appraisal tools for assessing your energy and environmental management status, and how to avoid energy waste
- Risk assessment methods and business continuity planning
- How to develop and implement disaster recovery strategies
- The role of security, security threats, and measures to reduce weaknesses
- Key aspects of fire safety management, statutory obligations and fire risk reduction
- Why health and safety is important and how it can be managed.

Description

This course will help delegates understand the strategic impact of facilities management on organisations, and the business drivers that determine operational

priorities. You will learn how to apply management techniques to add value to the facilities management operation and improve its performance in line with organisational objectives. It will encourage you to recognize and act on opportunities to improve overall business performance through more effective facilities planning and management.

Intended for: public and private sector staff with a minimum of two or three years' management experience in the field, who are looking to develop an already sound understanding of day to day operations into a strategic view of facilities management. Suitable delegates would include: facilities / premises / estates or site services managers; project planners and managers; and consultants / advisers assisting clients with policy-making.

Programme

DAY 1

8.30 Arrival, registration, tea / coffee

9.00 Welcome and Introduction, BIFM qualifications

Domestic arrangements for the course, informal introductions, and an overview of key aspects of the BIFM qualifications for those delegates that have opted to do them and for those that subsequently choose to opt in.

9.45 Establishing the Facilities Management Service

Although most facilities managers will not find themselves having to set up a department from scratch, it is important to simulate the exercise from time to time, by stepping back and revisiting the scope and approach to delivery of FM services adopted in organisations. A major objective for all FM's must be to understand how the function relates to organisational objectives and business drivers. This opening session examines the impact that commercial priorities and culture have on the provision and resourcing of FM services. The session includes a strategy workshop based on a case study model.

10.45 Tea / coffee

11.00 Establishing the Facilities Management Service (continued)

1.00 Lunch

2.00 Applying Health and Safety to service delivery

Good health and safety standards and procedures are essential whether in-house teams or external contactors are undertaking support services. This session will help to ensure that support services providers are correctly managed. It will also outline some of the sources of information relating to the considerable amount of legislation and Codes of Practice necessary for compliance. Group activities will also focus on the need for full compliance.

3.00 Delivering the Services

It is important to correctly identify the service needs of users. Once established, there are a number of ways in which the broad range of FM support services can be delivered. These are discussed and compared in order to determine the most suitable method for each application and are further illustrated with group activities

- 3.30 Tea / coffee**
- 3.45 Delivering the Services (continued)**
- 5.00 Close of day one**
- 7.00 Dinner for residential delegates**

DAY 2

- 9.00 Financial Management for Facilities Managers – presentation & group work**
This session is a combination of presentations and group work & aims to give an:
 - Introduction to financial reports and appreciation of why these are important to business organisations
 - Understanding of why these financial reports are also important to facilities managers
 - Introduction to key financial terms that would be used in an effective dialogue with finance people
 - Introduction to some financial appraisal techniques for business case evaluation

- 10.30 Tea / coffee**

- 10.50 Financial Management for Facilities Managers – presentation and group work (continued)**

- 12.30 Feedback, questions and discussion**

- 1.00 Lunch**

- 2.00 Managing Relocation**
This session deals with the practical aspects of managing major move projects, and highlights the key principles of project management which apply in a range of situations. In particular it focuses on:
 - Structuring project teams, understanding roles and responsibilities
 - Procuring internal and external expertise
 - Briefing consultants and contractors
 - Managing and influencing users' expectations
 - Programming
 - Project control and budgeting
 - Post-project feedback.

- 3.15 Tea / coffee**

- 3.30 Managing Relocation workshop exercise**

- 4.30 Workshop feedback**

- 5.00 Close of day two**

- 7.00 Dinner for residential delegates**

DAY 3

9.00 Energy and Sustainability

This session will help delegates identify:

- Key environmental and sustainability issues
- Environmental legislation affecting business activities – waste, water, land & Contamination
- Energy Management and good practices to reduce carbon emissions and costs
- Practical tools to monitor performance and implement continuous improvement plans
- Sources of information

10.30 Tea / coffee

10.45 Energy and Sustainability (continued)

12.30 Lunch

13.30 Introduction to risk

What is a risk? Hazard versus risk, consequences and impact

Risk assessment and risk reduction

Other risk management tools including insurance and risk financing

Introduction to security

Role of security, security threats, measures to reduce weaknesses

3.00 Tea / coffee

3.15 Introduction to fire safety management

Statutory obligations, causes of fires, fire risk reduction

Business continuity planning

Review and questions

4.30 Course Summary

Professional Recognition

Delegates receive a Quadrilect Ltd certificate of attendance which contributes towards their record of CPD [Continuing Professional Development].



This course also provides tuition for optional
BIFM level 4 qualifications in facilities management.

The 'Professional FM – Operational FM' is accredited to provide tuition for the BIFM level 4 Award, Certificate and Diploma. Please contact us on 020 7248 5942 or email info@quadrilect.co.uk for a qualifications brochure and further guidance on enrolment.

How do I book?

Telephone: 020 7248 5942

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