Getting To Grips With Office Facilities

Venue Information

Venue: London UK

Place:

Start Date: 2026-12-15

End Date: 2026-12-19

Course Details

Net Fee: £4750.00

Duration: 1 week

Category ID: FMTC

Course Code: FMTC-2

Syllabus

Skilllinx's Office Facilities Management courses: Mastering Office Services

Introduction: In many organizations, office services management is often overlooked or relegated to a secondary priority, resulting in missed opportunities for efficiency and cost savings. Our highly sought-after courses offers comprehensive coverage of relevant topics within a single day, adaptable to the diverse needs of both FM professionals and those new to the field.

Objectives: Tailored to specific focus areas, this courses aims to equip participants with:

- Fundamental knowledge of building services
- Practical insights on space audits and relocation projects
- Strategies for identifying and capitalizing on cost-saving opportunities
- Guidelines for managing supplier contracts effectively
- Understanding and compliance with health and safety regulations
- Expert advice on engaging with equipment suppliers and other third parties

Day 1: Understanding the Building

- Exploring building structures and utility services
- Introduction to heating, ventilation, and air conditioning systems
- Addressing energy conservation and environmental considerations
- Strategies for efficient maintenance planning

Day 2: Managing the Space

- Defining functional requirements and understanding physical constraints
- Design principles for flexible office spaces
- Ergonomics and furniture selection for optimal workplace design
- Navigating space management plans and relocation projects
- Identifying cost-saving opportunities within space management

Day 3: Managing the Equipment

- Assessing IT infrastructure needs: computers, cabling, printers, etc.
- Telephony systems management
- Maintenance of office equipment: photocopiers, fax machines, etc.
- Ensuring functionality of vending machines and kitchen equipment
- Best practices for supplier contract management and cost optimization

Day 4: Managing Health and Safety

- Understanding legal requirements and conducting risk assessments
- Protocols for accident reporting and compliance with fire safety regulations
- Implementing effective security policies and emergency planning measures

Day 5: Managing Third-Party Relationships

- Navigating landlord and managing agent relationships
- Selecting and managing suppliers for goods and services
- Coordinating with contractors and ensuring service quality
- Addressing the unique challenges of managing remote or homeworking environments

Skilllinx's Office Facilities Management courses provides a comprehensive toolkit for mastering office services management, ensuring optimal efficiency, compliance, and workplace safety. Join us to elevate your skills and drive success in office management.