



Presented by
Management Forum

Facilities Management for Office Managers

6 August 2024
+ 13 November 2024

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



Format:
Live online



CPD:
3 hours for your records



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 to carry out the vital tasks. It will provide practical guidance on what their organisation needs in place, and give them the knowledge and confidence they need to succeed in their role.

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

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 will also cover the importance of maintaining records and information on alternatives to using spreadsheets.

Who should attend?

All those with facilities management responsibilities within an organisation, including:

- Office Managers
- Compliance Managers
- Facilities Managers
- Health and Safety Managers
- Environmental Managers

Programme

An introduction to the role of facilities management

- Main duties and areas of responsibility
- Key tasks to be aware of

Scheduling and overseeing tasks

- Using a compliance calendar
- Monitoring responsibilities

Organising and implementing audits and inspections

- Tools and techniques
- Pitfalls to be aware of and how to avoid

Understanding the importance of record keeping

- Identifying records that need to be kept
- How and when to keep records
- Maintaining records and ensuring compliance
- Alternatives to using manual records

Final questions

Presenter



Jodie Read

Jodie Read, Managing Director of Penarth Management, joined the business as a Consultant in 2000 and became the Managing Director in 2006. She is actively involved in quality, environmental, health and safety compliance consultancy and training, whilst also being responsible for managing the teams who are assigned to look after clients. Jodie is also the lead contact for Mango Compliance Software implementation projects.

Course dates

6 August 2024

Live online

13:30-17:00 **UK (London)** (UTC+01)

Course code 13867

GBP **249** ~~299~~

EUR **359** ~~429~~

USD **411** ~~489~~

Until 02 Jul

13 November 2024

Live online

13:30-17:00 **UK (London)** (UTC+00)

Course code 14062

GBP **249** ~~299~~

EUR **359** ~~429~~

USD **411** ~~489~~

Until 09 Oct

How to book



Online:

ipi.academy/2648

Alternatively contact us to book, or if you have any queries:



Email:

info@ipi.academy



Phone:

[+44 \(0\)20 7749 4749](tel:+442077494749)

Discounts

- Booking more than one delegate on any one date qualifies for a **15% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee

The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note

IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions

The rest of our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Reviews



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:



ALEKSANDRA BEER
Tel: +44 (0)20 7749 4749
Email: inhouse@ipi.academy



YESIM NURKO
Tel: +44 (0)20 7749 4749
Email: inhouse@ipi.academy



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.

10-12 Rivington Street
London EC2A 3DU

ipi.academy
Tel: +44 (0)20 7749 4749
Email: info@ipi.academy