

GETTING TO GRIPS WITH OFFICE FACILITIES TRAINING

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Responsibility for office services is often shared and / or given low priority, with the result that efficiency and cost-saving opportunities are lost. This popular course covers all the relevant topics in a day and can be tailored to the very different needs of FM professionals or those without an FM background at all.

Objectives

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

- Understand the scope and importance of office facilities management.
- Identify key areas of responsibility in office services and operations.
- Improve cost efficiency through effective planning and resource utilization.
- Manage office layouts, maintenance, and service delivery effectively.
- Develop communication and coordination strategies between departments.
- Implement simple yet effective tools for performance monitoring and improvement.
- Recognize opportunities for sustainability and workplace enhancement.

Why Attend

This course is ideal for individuals or organizations looking to optimize office performance and reduce operational waste. By attending, participants will learn how to make small but significant improvements in managing office facilities, staff, suppliers, and budgets. The course also promotes practical problem-solving, helping participants deal with real-life issues such as maintenance delays, supplier inefficiency, or underutilized space — challenges that can directly impact productivity and costs.

Target Audience

This course is suitable for:

- Office and Administrative Managers
- Facilities and Operations Staff
- HR and Support Services Personnel
- Department Coordinators and Supervisors
- PA/Executive Assistants responsible for office services
- Anyone newly assigned FM or office management duties

Individual Benefits

- Gain practical insights into managing office services effectively.
- Improve planning, budgeting, and organizational efficiency.
- Develop confidence in handling FM-related responsibilities.
- Learn how to identify and solve common workplace management issues.
- Build stronger coordination and communication with service providers and teams.

Organizational Benefits

- Achieve improved efficiency and cost control in office operations.
- Enhance staff satisfaction through better-managed facilities.
- Reduce downtime and service disruptions.
- Strengthen coordination between departments and support functions.
- Foster a culture of accountability and operational excellence.

Instructional Methodology

The course adopts a highly interactive and practical approach, featuring:

- Short expert-led presentations
- Group discussions and case study reviews
- Problem-solving workshops tailored to participants' real challenges
- Practical examples, checklists, and templates for daily use
- Customizable content to meet the needs of both FM and non-FM participants

Course Outline

- Module 1: Understanding Office Facilities Management
- Module 2: Roles, Responsibilities, and Key FM Functions
- Module 3: Managing Office Services — Cleaning, Security, and Maintenance
- Module 4: Space Planning and Office Layout Optimization
- Module 5: Budgeting, Procurement, and Cost Efficiency
- Module 6: Communication and Coordination in Office Operations
- Module 7: Sustainability and Environmental Practices in the Workplace
- Module 8: Practical Tools and Techniques for Effective FM

Certification

Upon successful completion, participants will receive a Certificate of Completion in Getting to Grips with Office Facilities Management, acknowledging their practical understanding of how to manage and improve office services effectively.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training

Interested in running this course for your team?

Please contact us:

TEL:

+601116373203

EMAIL:

info@mawaevents.net

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.