

# Facilities Management for Non-Facilities Managers

## CPD Training



### Course Information

#### START TIME

9.30am

#### DELIVERY

Virtual

Covid-19 has brought new challenges in making buildings safe for staff and the general public, and the facilities manager is required to take certain steps to keep up with the recommended guidelines. This course is designed to give delegates a core understanding of the role of a facilities manager and their role in their organisation.

This course will provide a highly useful introduction into facilities management and the key responsibilities (particularly since Covid-19). We will also explore health & safety, environmental responsibilities, cost management guidelines, and how to conduct a risk assessment. All attendees will get a chance to engage in an informative Q & A session and will receive their highly informative course notes.

#### Course Content

##### Module 1 - Introduction to Facilities Management

- o What is Facilities Management
- o How it will change post Covid-19
- o How to implement HSA guidance into your facilities

##### Module 2- Services Management

- o Soft Services
- o Technical Services
- o Emergency Situations

##### Module 3- Space Management

- o Social Distancing
- o Office Ergonomics for ensuring staff safety

##### Module 4- Health and Safety

- o Cleaning and Disinfecting
- o Implementing new protocols
- o Legal Requirements and Risk Assessments

##### Module 5- Environmental Responsibilities

- o Waste Reduction Guide
- o Energy Saving

##### Module 6- Cost Management

- o Cost benefit Analysis
- o Budgets

##### Module 7- Risk Assessment

- o How to conduct a risk assessment for your building

##### Module 8- The importance of people management skills

- o Customer Service Skills
- o Communicating Effectively

#### Who Should Attend

This course will be of interest but not limited to managers new to the facilities role, front office managers, HR managers, building maintenance managers or anyone in the role of facilities management with no formal training.

#### Certification

On completion of this one-day training course, you will receive your Certificate of Attendance. Please note certificates are issued at the close of the training course to participants on completion of the course. Please check directly with your association or awarding body to see how many points they will award.

#### Cost

An 'Early Bird' discounted rate of €465 is currently available. This training course normal rate is €565.