

POPULAR LEARNING TOPICS

Managing in FM

Accessibility Property Assessment Program
Why FM needs to know about Ergonomics
Transition to Management
Management tools to help sell your business case
Marketing Your FM Department
FM Leadership

Introduction to Facility Management
Managing in FM (cnt'd)
Introduction to FM Competencies
Creating the Optimal FM Plan
Client Service Level Agreements
Vendor Management & Service Level Agreements
Business Continuity
Career Planning Overview

Change Management
Communication & Planning
Conflict Resolution
Customer Relationship, Stakeholder Expectations
and Workplace Management
Developing RFP, RFIs, RFQs
Emergency Preparedness & Business Continuity
Governance, Effective Organization, Succession
Planning, People Management
How to Evaluate Threat Risk Assessment
How to Inspire your Team to be successful and to
be a high-performance team.
How to manage your assets
Human Factors – how to manage a diversified
workforce, performance management
Negotiation Strategies
Presenting to the C Suite

Real Estate & Property Management
Real Estate Essentials
Security Management
Strategic Accommodation Planning
Strategic Human Resources
Strategic Planning Process
Strategic Thinking (Strat Planning and Alignment)
Threat Risk Assessment
Upscale your Communication Skills

Managing Building Performance

How to select FM Systems

Understanding FM Systems
Benchmarking & KPI's
Effective Building Management Strategies
Evidence-based FM

Maintenance Planning – Demand and Preventative
Facilities Operations & Maintenance
Quality Management

The Practical Operational details of contract
Management, tender and hiring of Consultants

Managing FM Environmental Stewardship

Environmental Stewardship and Sustainability
Assessing WELL or Fitwel for your Building
Healthy Workplace
LEED, Well, (FitWell) Standards

Sustainable Planning and Assessment of the FM
Organization
Sustainable Procurement

Financial Management for FM

Capital and Reserve Fund Planning
The Business of FM Planning
FM Finance & Business
Life Cycle Costing & Analysis
Develop an operating and capital budget that meets
your Facilities needs

Project & Contract Management in FM

Construction and Renovation Strategies
Contract Management: Building & Design for Tender,
Renovation and New Construction
How to start a Construction Project
Intro to Project Management Basics
Preparation of Tender Documents, Contract Mgmt
Project Management

Questions to ask a Contractor/Supplier