

COURSE LIST

FACILITIES MANAGEMENT

Keep buildings safe, efficient and tenant-ready with proven FM playbooks.

SHORT COURSES

(20-40 min micro-modules • From AUD \$9.99 ea • Self-paced)

Career Development

- Facility Management Career Paths
- Principles of Facilities Management (FM)

Change Management & Strategic Planning

- The FM Being Onboarded to the Project
- The FM's Part in Closing Out the Project – Celebrating and Measuring Success

Facilities Management & Operations

- Building Operations and Maintenance Management
- Facilities Planning & Core Competencies of a Facility Manager
- Fast and Efficient Clean Up Campaigns
- Neighbourhood Walkthroughs - The Day One Experience
- Site Visit - How to Organise a Successful Show
- Stores Management and Inventory Procurement

Financial & Vendor Management

- Basics of Vendor Management
- Budgeting and Cost Control Management
- Effective Contract Management in the Facilities Industry
- Nuances of Drafting FM Contracts or Agreements

Risk & Continuity Planning

- Business Continuity Planning and Disaster Recovery Plan
- Physical Security, Safety & Risk Management



Workplace Communication & Team Engagement

- Clean Desk Policy – Why Do You Need It?
- Neighbourhood Support Guide – Having Conversations with Your Teams
- Welcome Ceremony – Roles and Responsibilities
- Welcome Pack – What's Provided on Day One