

COURSE LIST

RELOCATION MANAGEMENT

Plan, procure and execute seamless business moves with confidence.

SHORT COURSES

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

Communication, Reporting & Meetings

- Relocation Information Needs – Working with the Business Units
- Relocation Meeting Agendas
- Relocation Reporting Frequencies – Reporting the Right Things at the Right Time
- Relocation Reporting Tools – Report Achievements, Document Achievements and Performance Manage

Health, Safety & Compliance

- OH&S/WHs Guidelines and Requirements – Who is Doing The Role of the OH&S Rep?
- WHs Management Systems – How These Are Used to Manage Health and Safety

Planning & Strategy

- Business Continuity Planning In Relocations – Why is This Important?
- Business Relocation Complexities – One Move or More?
- Defining a Relocation Project Scope – What is the Relocation Project About?
- Developing Business Relocation Strategies
- Relocation Databases – Documents That Monitor and Control Performance
- Setting Up Master Relocation Documents – What Are They and Why Do You Need Them?

Procurement & Vendor Engagement

- Engage Removalist – The Request for Tender Process
- Procuring the Removalists – What's Important to Your Business?
- Removalist Interview Questions – What to Ask Your Removalist Providers
- Scope of Works Brief – What's Required Before You Procure?



Procurement & Vendor Engagement (cont.)

- When Do You Engage Your Removalists – Get Your Timing Right!
- Working with the Removalists – How Will You Be Working Together?

Project Governance & Stakeholders

- Engaging the Move Champions
- External Roles & Responsibilities
- External Stakeholder Groups – Learn About What They Do and Why You Need to Work with Them
- Relocation Committee Close Out – Review and Debrief on the Relocation
- Setting Up Your Relocation Team – Nominations and Introductions