

RELOCATION READINESS & TRANSITION DELIVERY

Bundle of Two

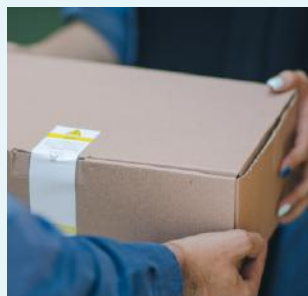
Deliver Workplaces that Work

Combine strong facility management with expert relocation coordination to create seamless, ready-to-use environments that support business success.



Facilities Management

Keep workplaces efficient, tenant-ready, and future-proof.



Relocation Management

Plan and execute workplace moves with zero downtime and full team buy-in.



OVERVIEW

Name: Relocation Readiness & Transition Delivery

Format: Bundle of Two

DELIVER WORKPLACES THAT WORK

Combine strong facility management with expert relocation coordination to create seamless, ready-to-use environments that support business success.

IDEAL FOR:

- Facilities managers – ensuring smooth building operations
- Relocation coordinators – managing seamless workplace moves
- Project managers – overseeing fit-out and transition projects
- Workplace strategists – aligning space readiness with business needs
- Operations and maintenance teams – supporting ongoing facility performance

SKILLS YOU WILL MASTER:

- Master facility operations to maintain safe and efficient workplaces
- Develop relocation plans that minimise disruption and downtime
- Coordinate fit-out projects that deliver on time and within budget
- Build skills to manage vendors, contractors, and stakeholders effectively
- Enhance your ability to deliver seamless workplace transitions

WHAT'S INSIDE THE TOOLKIT:

- Facility maintenance and compliance checklists
- Relocation planning templates and timelines
- Vendor and contractor management guides
- Risk assessment and mitigation frameworks
- Communication plans for fit-out and move coordination
- Case studies of successful facility management and relocations

WHEN TO CHOOSE THIS COLLECTION:

- You are responsible for maintaining smooth, safe, and compliant facility operations
- You need to plan and manage relocations or fit-out projects with minimal disruption
- You coordinate vendors, contractors, and stakeholders during workplace transitions
- You want to ensure workplaces are ready, functional, and aligned with business needs
- You're leading or supporting projects that require seamless integration of facilities management and relocation delivery

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

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



HOW TO SIGN UP

One Price. Immediate Results.

Choose the access plan that fits your learning goals—whether you're upskilling on your own, leading a team, or driving organisation-wide capability.

STEP 1. VISIT THE BUNDLE PURCHASE PAGE



Scan the QR code or click the [link](#) to open the Shopify checkout page for this bundle.



STEP 2. CHOOSE YOUR ACCESS PLAN & DURATION

Bundles

\$169.00 AUD

Tax included.

SHOPPING FROM ANOTHER COUNTRY? CHANGE REGION AT THE PAGE BOTTOM.

DIDN'T SEE WHAT YOU NEED? CONTACT US AT [INFO@SKILLINGSEDUCATION.COM.AU](mailto:info@skillingseducation.com.au)

Choose Your Bundle

[BUNDLE OF TWO] 4. Relocation F ▼

Access Plan

Individual Plan (1 seat) ▼

Access Duration

Monthly Access ▼

We offer flexible options to suit individuals, teams, and organisations:

Access Plan:

1. Individual Plan – 1 seat with full access, ideal for professionals looking to upskill on their own.
2. Team Access – 5 seats, perfect for small teams or departments.
3. Corporate Access – 10+ seats, designed for larger teams needing organisation-wide capability building.

Access Duration:

1. Monthly Access – For fast, targeted upskilling with low commitment.
2. Quarterly Access – For deeper learning and steady development.
3. Annual Access – For long-term capability building and best value.

Note: If you can't find the plan you need, please call us at 1300 231 176 or email info@skillingseducation.com.au – we're here to help.



Not what you're looking for?

Click to [browse more collections/bundles](#) or [explore our full course catalogue](#) to find the right fit for your learning goals.