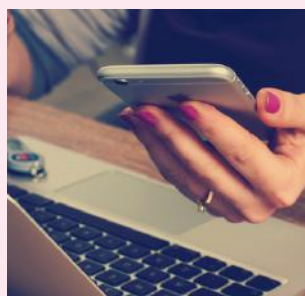# SITE-LEVEL
OPERATIONAL MASTERY
Bundle of Two

Run Every Site with Confidence and Control
Combine workplace strategy with facilities management to keep spaces aligned with business needs, safe to operate, and performing at their best.

Workplace Strategy
Turn business goals into spatial strategies that actually deliver.

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

OVERVIEW

SKILLINGS EDUCATION
SKILL UP YOUR WORKPLACE

Name:	Site-Level Operational Mastery

Format:	Bundle of Two

RUN EVERY SITE WITH CONFIDENCE AND CONTROL

Combine workplace strategy with facilities management to keep spaces aligned with business needs, safe to operate, and performing at their best.

IDEAL FOR:

- Facilities managers – maintaining safe, compliant, high-performing sites
- Workplace strategists – aligning space planning with operational needs
- Site supervisors and coordinators – ensuring day-to-day efficiency
- Operations teams – integrating planning with on-the-ground delivery
- Property professionals – linking long-term strategy to site management

SKILLS YOU WILL MASTER:

- Master planning and adapting spaces to meet daily operational needs
- Build confidence in maintaining compliant and efficient facilities
- Learn tools that connect long-term strategy with on-site delivery
- Develop the ability to coordinate teams, suppliers, and services effectively
- Gain insights to improve site performance and minimise disruption

WHAT'S INSIDE THE TOOLKIT:

- Space planning and utilisation templates
- Facilities compliance and maintenance checklists
- Supplier management and operational workflow guides
- Risk assessment and mitigation frameworks
- Real examples of site optimisation and operational improvements

WHEN TO CHOOSE THIS COLLECTION:

- You are responsible for maintaining safe, efficient, and compliant sites on a day-to-day basis
- You need to align workplace strategy with operational delivery and facilities management
- You want to optimise site performance and reduce operational disruptions
- You coordinate multiple teams, suppliers, and contractors to keep sites running smoothly
- You aim to link long-term site management strategies with practical on-the-ground execution

COURSE LIST

WORKPLACE STRATEGY

Turn data and vision into spaces that drive business performance.

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

Workplace Strategy Foundations

- Choosing the Right Person for the Strategist Role
- Conducting a Workplace Needs Analysis
- Creating the Workplace Strategy Report: From Insight to Implementation
- Creating Your Workplace
- Master the 7 Key Phases of a Commercial Lease – The Accommodation Timeline
- The Property Leads Journey
- Workplace Analytics 101
- Workplace Strategy: How to Build and Lead a Project Plan
- Your Role as a Workplace Strategist

Workplace Design Concepts & Space Planning

- Design Terms You Should Know
- Planning Workplace Layouts – Spatial Principles for Flexibility and Flow
- Workspace Terms You Should Know

Stakeholder & Team Engagement

- Employee Workshops: What Matters Most and Why It Matters
- Engagement Roadmap for Workplace Planning
- Engaging Stakeholders in Workplace Design and Strategy
- Etiquettes for the New Workplace – And the Role of the Working Group
- Launching a Workplace Project: Aligning Teams from Day One
- Leading Executive Team Interviews in Workplace Projects

Project Execution & Commercial Processes

- Fee Structuring – Calculating Costs for the Project
- Tendering and Proposal Writing – Workplace Strategy Projects

Workplace Themes & Cultural Alignment

- Celebrating Your New Workplace – The Welcome Ceremony
- How People Work – Activating the Workplace and Workforce

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

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

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SKILLINGS EDUCATION | Site-Level Operational Mastery

Workplace Strategy
Turn business goals into spatial strategies that actually deliver.

+

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

STEP 2. CHOOSE YOUR ACCESS PLAN & DURATION

Bundles

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[BUNDLE OF TWO] 10. Site-Level ˅

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.

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