CURATED LEARNING PATH

PjM02
Managing An Office Fit-out

Our industry-specific courses offer a unique approach that not only focuses on technical skills but also emphasises understanding the perspectives of yourself and others in the field. By examining the distinct responsibilities of each key role in commercial property management and leasing, we foster a deeper understanding of the dynamics and interactions between stakeholders.

Whether you're a leasing agent, property manager, or real estate professional, this course will equip you with the skills and knowledge to navigate the complexities of commercial leasing and elevate your career.

Enrol today and gain practical insights that will help you advance in the industry, improve your day-to-day performance, and increase your professional value.

What is SKILLINGS Education?

SKILLINGS Education is Australasia's #1 eLearning platform for real estate, offering the only comprehensive self-guided training platform for the real estate and construction industries.

Our training programs are used by organisations in 28 cities worldwide to cross-train employees using specific course libraries. The complete SKILLINGS Education library, with over 500 courses, is now available to individuals for the first time.

What is SPECIAL about us?

Our courses offer a unique approach that explores both your role and the roles of others you collaborate with in your work. This dual perspective helps you gain a deeper understanding of your responsibilities and enhances your ability to navigate complex professional relationships, setting our training apart from traditional, role-based learning.

By gaining insights into various professional perspectives, you'll be better equipped to collaborate effectively, make informed decisions, and tackle real-world challenges in your field.

This approach ensures that you're not just learning theory, but gaining skills that will directly impact your daily performance and career growth.

Designed for professionals at all stages of their careers, from beginners to seasoned experts, our courses include real-world scenarios, case studies, and interactive quizzes to reinforce your learning. Whether you're building foundational knowledge or enhancing advanced skills, our courses are ideal for professionals looking to advance their expertise and make an immediate impact in their roles.

Start learning today and elevate your career with the practical, actionable insights that set our training apart.

How does it WORK?

12 MODULES, 40+ COURSES

The PjM02 curated learning path follows a self-paced learning model, with approximately 90 minutes of study recommended per week over 12 weeks. Extensions may be available upon request.

COMPREHENSIVE COURSE RESOURCES

To support your learning experience, learners will receive supplementary materials, including a Participant's Guide and Course Resource Workbook. These materials are designed to reinforce key concepts, provide additional exercises, and serve as valuable references to deepen your understanding and enhance your learning. The Participant's Guide will serve as a quick guide to your learning journey, while the Course Resource Workbook reinforces your learning and help you apply key concepts.

These materials are easily accessible online, allowing you to refer to them anytime during and after the course.

DEDICATED SUPPORT TEAM

Throughout the course, learners are supported by our dedicated support team, who are available via email, live chat, or phone to answer questions, provide guidance, and assist with any challenges. Our team offers personalised, responsive support, ensuring that your specific needs are addressed promptly. We are available throughout the course, including evenings and weekends, to fit your schedule. Additionally, our team proactively checks in to make sure you're progressing smoothly and to offer guidance as needed. And even after you complete the course, you'll continue to have access to ongoing support to help you implement your newfound skills and knowledge.

Learning OUTCOMES

Upon successful completion of this course, participants will:

- Understand the core functions of project integration and control
- Define the purpose and operation of a PMO within an organisation
- Identify key project team roles and responsibilities across stakeholders
- Map out project phases and milestone-based deliverables
- Apply programme management principles to align multiple workstreams
- Develop change management strategies for business readiness
- Select and customise project templates, registers, and planning tools
- Coordinate internal approvals and decision gates during delivery
- Analyse risks, manage issues, and implement mitigation strategies
- Track project dependencies, sequencing, and lead-lag relationships
- Ensure documentation aligns with governance and audit requirements
- Use real-world project inputs to guide practical project decisions

Deliver projects with structure and confidence — from integrating Project Management frameworks and managing teams to aligning milestones, tools, and stakeholder needs for successful project outcomes.

MODULES

This curated learning path consists of 12 comprehensive modules, each designed to build your expertise step by step:

MODULE 1

INTRODUCTION TO THE NEW PREMISES PROJECT

Lead early planning with purpose, align teams, risks, and priorities for successful delivery

Understand how Project Directors lead design and construction teams by aligning risks, roles, and planning methodologies to ensure clarity around scope, controls, and project priorities.

COURSE 1: New Construction & Fitout Construction Project - What's the Difference

COURSE 2: Risk Awareness - Risk Profiles Across Your Project

COURSE 3: Project Management Methodologies and the PMO

COURSE 4: Decomposing a Fitout Project - Preview into Your Project and Milestones

COURSE 5: Project Appreciation - The Project Directors Accommodation Project

MODULE 2

UNDERSTANDING THE PROPERTY STRATEGY

Shape the brief by aligning client needs, business direction and due diligence

Understand how Property Managers and consultants define business needs, validate requirements, and finalise accommodation briefs through rigorous planning and technical due diligence.

COURSE 1: Understanding the Property Strategy, Budget & Business Case

COURSE 2: Strategic Leasing Due Diligence: Mitigate Lease Execution Risks

MODULES (cont.)

MODULE 3

PROJECT INITIATION - APPROVALS, PROGRAM AND LAUNCH

Set up the project with clear roles, governance and direction

Understand how Project Directors formalise project initiation, define governance structures, recruit teams, and establish milestone programs and management plans to keep delivery on track.

COURSE 1: The Project Directors Role - Managing a Commercial Property Accommodation Project

COURSE 2: Developing the Project Charter - Part A - Authorizing the Existence of Your Project

COURSE 3: Developing the Project Charter - Part B - Governance Structure

COURSE 4: PCG - Part 1 - Project Initiation Phase

COURSE 5: Procure Key Project Consultants - Onboarding and Checklists

COURSE 6: Develop the Team - Getting the Right Team Onboard

COURSE 7: Project Launch

COURSE 8: PCG - Part 2 - The Planning Phase

COURSE 9: Develop the Milestone Program - Project Deliverables and Work Breakdown

MODULES (cont.)

MODULE 4

STAKEHOLDER REQUIREMENTS - DEVELOPING THE CHANGE & COMMS PROGRAM

Engage stakeholders and lead change with confidence

Understand how to lead senior stakeholders, manage change communication, and navigate sensitive business challenges while aligning the project vision to long-term organisational goals.

COURSE 1: Stakeholder Requirements Gathering and the Communications Plan

COURSE 2: Month 01 - Your Workplace Change Project

COURSE 3: Month 02 - Your Workplace Change Project

COURSE 4: Month 03 - Your Workplace Change Project

COURSE 5: PCG - Part 3 - Monitoring How Things are Going

MODULE 5

FITOUT DESIGN AND DOCUMENTATION

Coordinate design delivery from needs analysis to construction documents

Understand how Project Directors and Design Managers collaborate to translate business needs into concept and construction design, aligning consultant inputs, approvals, and estimating throughout the design phase.

COURSE 1: The Role of the Design Manager

COURSE 2: Fitout Design & Development - Part A - The Schematic Design Phase

COURSE 3: Fitout Design & Development - Part B - Prepare Pre-Tender Cost

COURSE 4: Fitout Design & Documentation - Part C - Agreement on the Concept Design

COURSE 5: Fitout Design & Development - Part D - Proceed with Design Development

COURSE 6: Fitout Design & Development - Part E - Finalize for Construction Documents

MODULES (cont.)

MODULE 6

STATUTORY AUTHORITY APPROVALS

Navigate authority approvals and statutory requirements

Understand the statutory approval process, relevant regulations, and the risks involved when securing compliance from local authorities for your project.

COURSE 1: Statutory Authority Approvals

MODULE 7

FITOUT TENDER WORKS

Plan procurement, define responsibilities, and prepare delivery tools

Understand how to package and plan procurement, develop key project management tools, and coordinate IT and HSE planning across workplace and building systems.

COURSE 1: Project Procurement and Procurement Planning

COURSE 2: Approval of PMP and HSE Plans

MODULES (cont.)

MODULE 8

FITOUT CONSTRUCTION WORKS

Oversee site setup, construction milestones, and IT delivery

Understand how to manage early site setup, identify construction risks, coordinate with build and IT teams, and oversee key fitout and technology milestones

COURSE 1: Fitout Construction Works

COURSE 2: IT Fitout Works Program

COURSE 3: Incorporating New Technologies into Workplace Projects

MODULE 9

PREMISES/FLOOR READINESS

Coordinate FM services, workplace readiness, and relocation planning

Understand the FM role in workplace projects, manage service deliverables, and plan for space readiness and relocation while navigating high-impact engagement activities

COURSE 1: The FM Being Onboarded to the Project

COURSE 2: The FM - Plan for Change - Part 1

COURSE 3: The FM - Plan for Change - Part 2

MODULES (cont.)

MODULE 10

TRANSITION PLANNING - RELOCATION PROGRAM

Manage relocation logistics and align teams for move readiness

Understand how to prepare the business for relocation by defining key roles, managing tendering processes, and ensuring teams are aligned to meet delivery and move targets.

COURSE 1: Engage Removalist - The Request for Tender Process

COURSE 2: Readiness Activities - Preparing for the Relocation

MODULE 11

PROJECT CLOSE OUT

Transition responsibility and manage a smooth project closeout

Understand how to hand over from delivery to operations, avoid risks during project closeout, and ensure all responsibilities are clearly managed to protect project outcomes.

COURSE 1: Project Closeout

MODULES (cont.)

MODULE 12

EXIT STRATEGY

Plan for lease exit and manage make good obligations

Understand how to navigate lease-end challenges, manage make good requirements, and address key considerations for a compliant and coordinated building exit.

COURSE 1: Lease Exit & Makegood Obligations Mastery

What is the COST?

The cost of the learning path is AUD $799.99, offering exceptional value for a comprehensive learning experience. This fee includes:

✔ 24/7 eLearning access to the course content for 12 weeks, allowing you to learn at your own pace, anytime, anywhere.

✔ Ongoing support from our dedicated team, available to assist you with any questions or challenges throughout the course.

✔ Extensive course materials that support and enhance your learning, including practical resources and real-world examples.

✔ Certificate of Completion, validating your newly acquired skills and enhancing your professional credentials.

" **Act like a project lead** — align frameworks, teams, and timelines to drive delivery with clarity, control, and confidence.

What our CUSTOMER say about our training

DAVID LEUNG

CORPORATE SOLUTIONS MANAGER

Global Occupier Solutions, APAC, Savills

"SKILLING Education has been an invaluable partner in upskilling our corporate real estate teams at Savills. Over 200 of our colleagues have completed training in Commercial Leasing, Workplace Strategy, and Project Management. The flexibility and practical focus of the courses mean our teams can immediately apply what they learn—ultimately helping us deliver stronger outcomes for our clients."

How to ENROL

Ready to take the next step? Enrol in the learning path by:

1. ENROL ONLINE

Visit our website here to purchase the learning path and start your learning journey.

2. CONTACT US DIRECTLY

Reach out to our Team at info@skillingseducation.com.au or call 1300 231 176 to discuss your enrolment.

If you have any questions or need further assistance, don't hesitate to contact us. We look forward to supporting you on your learning journey!

SKILLINGS EDUCATION
SKILL UP YOUR WORKPLACE

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