



*Training Course:  
Comprehensive Management of Rental Contracts,  
Catering, Maintenance, and Vehicle Operations*

*Workshop  
30 March - 3 April 2025  
Manama (Bahrain)  
Fraser Suites*

## Training Course: Comprehensive Management of Rental Contracts, Catering, Maintenance, and Vehicle Operations Workshop

Training Course code: SC235471 From: 30 March - 3 April 2025 Venue: Manama (Bahrain) - Fraser Suites Training Course  
Fees: 4675 € Euro

### Introduction

This workshop focuses on the critical aspects of managing rental contracts, catering, maintenance, and vehicle movement and follow-up. It aims to highlight their importance in ensuring seamless operations, cost efficiency, and high service quality. Through this workshop, participants will gain a deep understanding of these key areas and learn how to effectively manage them within their organizations.

### Objectives

- Emphasize the significance of rental contracts in service management.
- Understand the critical role of catering in organizational success.
- Highlight the importance of regular maintenance for operational efficiency.
- Learn effective strategies for vehicle movement and follow-up to ensure smooth logistics.

### Target Audience

- Facility Managers
- Operations Managers
- Service Managers
- Contract Managers
- Logistics Managers
- Professionals responsible for rental contracts, catering, maintenance, and vehicle management

### Outlines

Day 1:

#### Understanding the Importance of Rental Contracts

- Introduction to rental contracts and their role in service management
- Key elements of a rental contract

- Legal considerations and compliance in rental contracts
- Risk management in rental agreements
- Case study: Analyzing a successful rental contract

#### Day 2:

##### Catering: Its Role and Impact

- Overview of catering services in organizational settings
- Importance of catering for employee satisfaction and productivity
- Quality control and assurance in catering services
- Cost management and budgeting for catering operations
- Interactive session: Planning a catering menu for a corporate event

#### Day 3:

##### Maintenance Management: Ensuring Operational Efficiency

- The role of maintenance in service management
- Types of maintenance strategies and their applications
- Implementing effective maintenance schedules
- Tools and technologies for maintenance management
- Workshop: Creating a maintenance plan for organizational assets

#### Day 4:

##### Vehicle Movement and Follow-Up

- Understanding vehicle movement and logistics in service operations
- Importance of vehicle tracking and follow-up
- Strategies for efficient vehicle routing and scheduling
- Cost management in vehicle operations
- Practical exercise: Developing a vehicle movement plan for an organization

Day 5:

#### Integrating and Managing These Critical Functions

- Integration of rental contracts, catering, maintenance, and vehicle movement
- Best practices for managing these functions cohesively
- Case studies of successful integration in various organizations
- Group activity: Designing an integrated service management plan
- Conclusion and wrap-up: Key takeaways and action plans

## Registration form on the Training Course: Comprehensive Management of Rental Contracts, Catering, Maintenance, and Vehicle Operations Workshop

Training Course code: SC235471 From: 30 March - 3 April 2025 Venue: Manama (Bahrain) - Fraser Suites  
Training Course Fees: 4675 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.