



*Training Course:  
Office & Facilities Management*

*31 March - 11 April 2025  
Madrid (Spain)  
Pestana CR7 Gran Vía*

## Training Course: Office & Facilities Management

Training Course code: SC235485 From: 31 March - 11 April 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 9600 € Euro

### Introduction

Effective office and facilities management is crucial to the smooth operation of any organization. This training program is designed to equip participants with the knowledge and skills necessary to manage office environments and facilities efficiently. From optimizing workspace utilization to maintaining a safe and productive work environment, this course will cover essential aspects of office and facilities management. By the end of this program, participants will be able to implement best practices, ensure compliance with regulations, and contribute to the overall success of their organizations.

### Target Audience

This program is ideal for:

- Office managers
- Facilities managers
- Administrative professionals
- Human resource personnel
- Operations managers
- Individuals aspiring to enter the field of office or facilities management

### Objectives

By the end of this training, participants will be able to:

1. Understand the key responsibilities of office and facilities management.
2. Develop strategies for efficient space planning and utilization.
3. Implement maintenance and safety protocols.
4. Manage office services and resources effectively.
5. Ensure compliance with health, safety, and environmental regulations.
6. Optimize energy use and sustainability in office environments.
7. Oversee office renovations, relocations, and expansions.

8. Develop emergency preparedness and response plans.
9. Manage vendor relationships and contracts.
10. Enhance communication and collaboration within the workplace.

## Outlines:

### Day 1:

#### Introduction to Office & Facilities Management

- Overview of roles and responsibilities
- The importance of effective office and facilities management
- Key challenges in the field

### Day 2:

#### Space Planning and Utilization

- Principles of space planning
- Workspace optimization techniques
- Tools for space management

### Day 3:

#### Maintenance and Safety Management

- Developing a maintenance schedule
- Safety protocols and procedures
- Ensuring compliance with health and safety regulations

### Day 4:

#### Managing Office Services and Resources

- Office supplies and inventory management
- Managing office equipment and technology
- Vendor management and contract negotiation

Day 5:

Environmental Sustainability in Office Management

- Energy efficiency and sustainability practices
- Waste management and recycling programs
- Implementing green initiatives in the workplace

Day 6:

Emergency Preparedness and Response

- Developing an emergency response plan
- Crisis management and business continuity
- Training staff for emergency situations

Day 7:

Overseeing Renovations and Relocations

- Planning and managing office renovations
- Coordinating office relocations
- Minimizing disruption during transitions

Day 8:

Managing Communication and Collaboration

- Enhancing workplace communication
- Tools and techniques for collaboration
- Managing remote teams and hybrid work environments

Day 9:

Legal and Regulatory Compliance

- Understanding relevant laws and regulations
- Ensuring compliance in office operations

- Auditing and reporting procedures

Day 10:

#### Final Project and Review

- Group presentations on office management strategies
- Review of key concepts
- Feedback and evaluation

## Registration form on the Training Course: Office & Facilities Management

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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,  
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