

Mastering The Procurement of Facilities Management Services

Duration: 5 Days

Language: en

Course Code: PO6-101

Objective

Upon completion of this course, participants will be able to:

- Understand the fundamentals of FM services and their importance in organisational success.
- Develop strategies for effective procurement planning and sourcing of FM services.
- Master the principles of drafting, negotiating, and managing FM contracts.
- Implement best practices in supplier evaluation and performance monitoring.
- Identify and mitigate common risks associated with FM procurement.

Audience

This course is intended for:

- Procurement professionals
- Facilities managers
- Contract managers
- Supply chain managers
- Anyone involved in the procurement and management of FM services

Training Methodology

The course employs a blend of theoretical instruction and practical application, including:

- Interactive lectures and discussions
- Real-life case studies and examples
- Group activities and workshops
- Hands-on exercises and simulations

Summary

This comprehensive training programme will equip participants with essential skills and knowledge in procuring facilities management (FM) services. Through interactive sessions, case studies, and practical exercises, attendees will learn to navigate the complexities of FM procurement, ensuring effective contract management, cost efficiency, and service quality.

Course Content & Outline

Section 1: Introduction to Facilities Management Services

- Overview of Facilities Management (FM)

- The role and impact of FM services in organisations
- Key components of FM services: Hard FM vs. Soft FM
- Understanding the FM market and industry trends

Section 2: Strategic Procurement Planning

- Principles of Procurement Planning
- Developing procurement strategies for FM services
- Identifying needs and defining requirements
- Market research and analysis

Section 3: Sourcing and Selection of FM Services

- Tendering processes and methods
- Evaluating suppliers and bids
- Effective negotiation techniques
- Ensuring compliance with procurement regulations

Section 4: Contract Management

- Drafting and structuring FM contracts
- Key contract clauses and terms
- Managing contract changes and disputes
- Performance monitoring and contract review

Section 5: Risk Management and Best Practices

- Identifying risks in FM procurement
- Strategies for risk mitigation
- Case studies on successful FM procurement
- Implementing continuous improvement in FM services



Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Facilities Management, Facility & Environment, Procurement, Warehouse, Logistics & Supply Chain

Tags

Procurement, Facilities management, Facility

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