

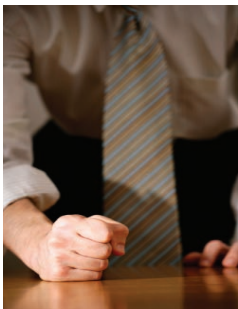
Key Dates for Senior FM & Property Professionals

Reconsider your FM Business Model

The downturn has opened up a window of opportunity for the Professional FM keen to demonstrate the often understated contribution FM can make to the bottom line. With the BIFM Executive Programme, you can raise the profile of FM & place it on the strategic agenda, to carry your organisation not only through these tough times but long into the future too.

Tough Times Demand Tough Decisions - How FM Can Contribute

24th September 2009 - Central London



Make a meaningful contribution to any review of your organisation's cost base. How can you square the circle of reducing costs whilst maintaining or increasing service & keeping stakeholders happy? In today's uncertain economy, the most effective organisations identify, control & reduce costs. Your FM team must adapt to these rapidly changing pressures within a tight framework. The day looks at strategy - how is your limited budget best spent? - and benchmarking - ensuring expenditure is realistic & correctly focused.

Other issues include budgeting & negotiating, energy costs, specifications to work smarter, minimising waste & subsidies, fine tuning maintenance & using technology to drive down costs.

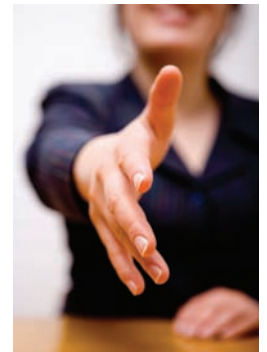
About the Speaker

Ian Cramp, Principal, Sigma FM, BSc CEng MIET MBIFM

Engaging the CEO

20th October 2009 - Central London

Increase your impact and your influence with the top people in your organisation through this briefing in which you will learn how traditional presentation styles fail to engage the typical CEO. Have you ever wondered why a presentation fails to engage even though the case is sound or the idea is good? Chances are it had nothing to do with the content of the presentation, the argument or idea but everything to do with the style in which it was presented. The day will enhance your influencing prowess, help you 'read' other people, and understand what it takes to become a great leader, motivate and get the best out of others.



About the Speaker

Robina Chatham, BSc PHD MIMechE CEng

Transforming Workplace Performance

4th November 2009 - Central London

Critical success factors are essential for continued improvement & innovation. The workplace must be cost effective & enable people to work effectively & productively. What are your critical success factors? What's the right balance between cost & effectiveness, quality & value? Explore these issues with a range of tools, techniques & case studies. The day looks at the extending scope of



FM leadership, high performance FM, understanding stakeholders & customers, realistic measures, programmes & targets for success, creative problem solving, importance of partners & allies, communicating & engaging with staff & managers, and frameworks for getting buy-in & decisions made.

About the speakers

Tony Thomson, Director of Workplace Strategy, DEGW
Davida Hamilton, Director of Knowledge & Capability, DEGW

FM Leaders and Political Success

25th November 2009 - Central London

Organisational politics are a fact of corporate life and all leaders need to be adept at dealing with political situations. Outcomes in the political arena depend upon the subtle interactions and interplays between people.

During this briefing you will examine organisational politics, in both its positive and negative forms, and what it takes to become politically astute. It will help you navigate the stormy waters of organisational politics, gain insight into people's motives and personal agendas, and understand why you warm to some people whilst others leave you cold. It will make you aware of how FM can be stereotyped, and help you gain impact and influence.



About the Speaker

Robina Chatham, BSc PHD MIMechE CEng

Tough Times
 24th September 2009 - STT

Engaging the CEO
 20th October 2009 - SCEO

Transforming Workplace Performance
 4th November 2009 - STWP

FM Leaders and Political Success
 25th November 2009 - SPOL

FEES BIFM Members: **£599 plus VAT** Other Members (e.g. IOD, RICS, CIBSE): **£674 plus VAT** Non Members: **£749 plus VAT**
 others may be eligible please contact us on +44 (0)207 404 4440

Course Registration Form

We reserve the right to restrict attendance to senior delegates to ensure the days are high level networking events.

All events will be held in central London **Please post or fax to:** Quadrilect Ltd, 112 High Holborn, London, WC1V 6JS. **Fax:** +44 (0) 20 7404 0258

Photocopy for multiple bookings.

COURSE TITLE
COURSE CODE AND DATE (S)
DELEGATE'S NAME
JOB TITLE
ORGANISATION
ADDRESS
PHONE No.
FAX No.

About the BIFM

The British Institute of Facilities Management is the foremost professional body for UK facilities managers, membership offers a wide range of benefits (including discounts on BIFM training programme) at all stages of careers. For further details contact BIFM on 0845 058 1358

Please provide your BIFM Membership number, if applicable

Individual Member Yes No

Membership No.

Corporate Member Yes No

Member of other association (e.g. IOD, RICS, CIBSE)
 Please specify:

Invoice Address (if different from above)

Purchase Order No. if applicable

Personal background

Please complete these details in full.

Do you hold any academic or professional qualifications in any discipline?
 If so please list:

What are your current job responsibilities?

How long have you held these?

What questions would you like to see addressed/what are your main reasons for attending?

Please advise if you have any special access requirements.
 To ensure equal access to our services, please advise us if you need our literature supplied in an alternative format.

If you would like Email updates on our current programme and other BIFM notices please tick:

Yes No and provide your e-mail address

Email:

CANCELLATIONS:

A £35 + VAT (per course) admin. fee will be charged if you cancel in writing more than 10 working days before an event. Registered delegates who cancel after this time or do not attend are liable for the full fee. Appropriate substitutions can be made at any time.

BIFM Training is a joint venture between the BIFM and Quadrilect Ltd and both parties will share this information.

I have read and accept the conditions above

Signed

Date

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