

THE FACILITIES MANAGEMENT PROGRAMME

We have a network of expert trainers, who are both subject specialists and experienced practitioners, delivering over 40 individual courses. These programmes are related to the BIFM competences which underpin the Institute's membership criteria and offer recognised continuing professional development alongside a variety of accredited qualifications and awards for the professional FM.

FM CORE COURSES	UFMF	UNDERSTANDING FM – optional ILM Level 3 Award in FM
	PRF1	THE PROFESSIONAL FM 1 (MODULE I)
	PRF2	THE PROFESSIONAL FM 2 (MODULE II)
	FBUS	THE FM BUSINESS SCHOOL (ADVANCED)

LEADERSHIP & MANAGEMENT	FES	TEAM LEADING – ILM Level 2 Award in Team Leading
	COMM	RESOLVING FM COMMUNICATION PROBLEMS
	FMD	MANAGEMENT DEVELOPMENT – ILM Level 3 Award in First Line Management
	CUST PEF	CUSTOMER FOCUSED FM PERSONAL EFFECTIVENESS SKILLS

PROPERTY & PREMISES MANAGEMENT	PROP	THE ESSENTIALS OF PROPERTY MANAGEMENT
	RELO	MANAGING RELOCATION, FIT OUT AND MOVE
	FBM FLPS	BUILDING SURVEYING & MAINTENANCE UNDERSTANDING & MANAGING BUILDING SERVICES

COMMERCIAL & FINANCIAL MANAGEMENT	CCM	CUTTING COSTS BUT MAINTAINING SERVICES
	IPW	IMPROVING PERFORMANCE IN THE WORKPLACE
	FIN1	FINANCIAL MANAGEMENT FOR FMs 1
	FIN2	FINANCIAL MANAGEMENT FOR FMs 2

SPACE MANAGEMENT	FWS	EFFECTIVE SPACE PLANNING
	HPW	CREATING A HIGH PERFORMANCE WORKPLACE

PROJECT MANAGEMENT	PMFM	PROJECT MANAGEMENT
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RISK MANAGEMENT	FDR	DISASTER RECOVERY & BUSINESS CONTINUITY
	SEC	SECURITY MANAGEMENT

CONTRACTING	CSP	THE TENDER PROCESS
	QMTM	CONTRACT MANAGEMENT
	FWN	NEGOTIATING TO WIN
	SLA	SERVICE LEVEL AGREEMENTS
	INTC	INTRO TO CATERING CONTRACTS
	FCAT	MAKING CATERING CONTRACTS WORK

SUSTAINABILITY & ENERGY MANAGEMENT	SUST	INTRODUCTION TO SUSTAINABILITY
	ENER	ENERGY MANAGEMENT
	ELEG	ENERGY LEGISLATION
	CLIM	CLIMATE CHANGE – THE IMPACT ON FM

HEALTH & SAFETY	IOSH	IOSH MANAGING SAFELY CERTIFICATE
	NEB	NEBOSH GENERAL CERTIFICATE IN OCCUPATIONAL H&S
	HSA	H&S REGULATIONS, RESPONSIBILITIES & RISK ASSESSMENT
	DSA	DISPLAY SCREEN REGULATIONS & RISK ASSESSMENT
	HSM	IOSH SAFETY FOR SENIOR EXECUTIVES
	INC	INCLUSIVE FM AND THE DDA
	SITE	SELECTING & CONTROLLING CONTRACTORS ON SITE
	FLA	FIRE SAFETY LAW & RISK ASSESSMENT
	CDM	UNDERSTANDING CDM REGULATIONS

THE EXECUTIVE PROGRAMME 2010

Exclusive

These high level networking events are for senior managers and directors, with attendance restricted to those responsible for strategy, policy and direction in facilities management.

Exceptional

Presented by exceptional speakers, they are designed for senior professionals who wish to keep up with senior level best practice amongst their peer group.

Strategic

Each event will help delegates increase their influence at the highest level, and to place FM on the strategic agenda.

PROGRAMME 2010

ENGAGING THE CEO

MANAGEMENT MODELS FOR THE FM TEAM

INSPIRATIONAL FM – DELIVERING EXCELLENCE

Please note the Executive Programme 2010 is still under development and therefore subject to change. For further information or to tell us what you would like to see us address this year please email

executive@bifm-training.co.uk

BIFM Training

ADVANCING OUR PROFESSION

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What makes a good FM even better? **we do.**

BIFM Training

ADVANCING OUR PROFESSION



TRUSTED TO DELIVER

BIFM Training is the UK's most authoritative and comprehensive source of Facilities Management [FM] Training and FM Learning & Development Services.

Our learning programmes are designed to help facilities managers develop professionally and support them as they encounter new challenges throughout their careers.

We successfully deliver thousands of training days each year in our public and in-house programmes. Our priority is to work with individuals and organisations to achieve the best fit in terms of development needs - and to maximize the value from development budgets.

Those that have

"What an effortless approach to training provision. The interaction with fellow delegates added to my delight, and I am already planning my next BIFM Training course"

FM Operations, EC Harris LLP (Ref. ILM Level 3 Award in FM)

"The trainer was extremely good, pitched perfectly and gave practical, invaluable information with real life examples. Thank you!"

Projects Group Coordinator, Amey PLC (Ref: Understanding & Managing Building Services)

"I have had amazing support from the BIFM Training Team. Maybe the way this company cares about its training role is normal, but I feel I've had an excellent welcome, quality training and beyond the call of duty, care"

Fire, Health & Safety Advisor, ABN AMRO Bank

www.bifm-training.com

ARE YOU ALL YOU ASPIRE TO BE?

Gaining recognition and professional credibility

Opportunities have never been greater to build professional credentials through accredited learning programmes. We offer a growing range of options, designed to support individuals at different stages in their FM careers. From formal qualifications to CPD programmes we can support both individuals and teams in a broad range of disciplines within the scope of the FM role.

Nationally Recognised FM and Management Qualifications



ILM Level 3 Award in FM



ILM Level 2 Award in Team Leading



ILM Level 3 Award in First Line Management



BIFM Level 4 Qualifications in FM

BIFM Training [Quadrilect Ltd] delivers the BIFM Level 4 Qualifications - for further information please contact us on tel: 020 7404 4440 or visit www.bifm-training.com and go to the link for FM Qualifications.

International Recognition



The International Facility Management Association [IFMA]

Health & Safety Recognition



IOSH Managing Safely Certificate

IOSH Safety for Senior Executives



Display Screen Regulations & Risk Assessment



NEBOSH General Certificate in Occupational Health & Safety

in association with: Connaught

Tel: 020 7404 4440

LEARNING & DEVELOPMENT SERVICES

BIFM Training works closely with a broad range of public and private sector organisations in the UK and overseas. Our individual programmes are designed around specific needs - from training to coaching and blended learning solutions - and through our consultancy expertise, we can identify learning requirements, profile skills and identify competences across the FM team.

Whether you're looking to:

- Improve and extend knowledge and skills
- Raise professional standards and credibility
- Support talent management and succession planning, or
- Capture industry best practice

We can work with you to develop the right solutions for both individuals and teams.

"We regularly work with operational teams, HR and organisational development specialists to set up or complement existing corporate programmes - and we can facilitate links to BIFM Training's public courses, as well as routes to qualifications and BIFM membership."