

# Facilities Management

## Level 3 Certificate

Facilities management involves providing a quality and cost-effective maintenance and care service for a wide range of commercial and public buildings, such as hotels, hospitals, office and shopping complexes, arenas, and educational or convention centers. Facilities managers make sure that facilities such as security, catering and cleaning and maintenance and building services run smoothly, so that customers can run their businesses efficiently. They are also responsible for property and estates management, including energy management and environmental protection.

There are a set of mandatory units and a selection of optional units to choose from, the optional units listed below are only a selection there is a wide choice available. We'll help you put together the right combination to fit the job you're doing and the way you want to develop your career.

### Mandatory units

- Understanding and Developing Relationships in the Workplace
  - Delivering Facilities Management Service in the Workplace
  - Understanding Facilities Management within the Context of an Organisation
  - Understanding Health and Safety in the Workplace
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### Optional units

- Understanding Innovation and Change in an Organisation
- Understand How to Establish an Effective Team
- Understanding Recruitment and Selection of New Staff in the Workplace
- Solving Problems and Making Decisions
- Developing Yourself and Others
- Understanding How to Motivate to Improve Performance
- Understanding the Induction of New Staff in the Workplace
- Understanding Organising and Delegating in the Workplace
- Understanding Costs and Budgets in an Organisation
- Understanding How to Manage the Efficient Use of Materials and Equipment
- Introduction to Managing and Maintaining Property and Assets
- Understanding the Need for Effective Management of Space within Own Organisation
- Understanding Support Services Operations in an Organisation

Call us for more information:

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