

# THE IN-HOUSE TRAINING COMPANY

## **‘People moving people’ – the definitive workshop for anyone involved in rehousing staff**

### **Overview**

This practical programme deals with all the issues that need to be addressed by those involved in a major office rehousing or an internal relocation. It focuses on the people and management as much as the technical factors, to ensure that every aspect of the project is covered.

### **Training objectives**

This course will enable participants to:

- Define or interpret a brief
- Run the project within time and cost constraints
- Comply with all legal and contractual requirements
- Choose and manage contractors
- Manage the space planning and design process
- Supervise the move
- Handle the settling-in process
- Ensure business continuity and risk management throughout the process

### **Audience**

This course is intended for all those involved in office moves, whether on a one-off or a regular basis, including:

- FM managers and staff
- Office managers
- HR managers and staff
- All other members of the project team

### **Format**

A highly interactive one- or two-day course, with workshops and informal breakout discussions a feature of every session. The numerous teaching points will be brought out in highly interactive sessions where delegates will be encouraged to share and learn from their joint experience. Additionally, the course notes have been prepared as a real aid to inform, containing many checklists and example forms to assist participants in their workplace.

### **Special features**

The course outline below is an indicative programme, which can easily be tailored to focus on those issues which are of particular relevance to your organisation or facilities.

The supporting materials can be supplied in either printed or electronic form.

Post-course support, whereby participants can call or email the trainer direct with any questions or concerns, can also be arranged.

### **The expert trainer**

Graham is a very experienced and senior practitioner in the facilities management arena. A Fellow of the British Institute of Facilities Managers, he is a regular speaker on public training seminars and conferences and was a major contributor to the development of the BIFM training programme. He is a committee member of the International Facilities Management Association (IFMA), a regular contributor to a number of publications and a visiting lecturer to UCL, Reading University and the

College of Estate Management. His practical experience was gained in the management of major building projects and later as the Head of Facilities of a national public sector organisation (where he was at the forefront of guiding the public sector in outsourcing services – including PFI – and was responsible for leading associated change management programmes), as a Group Board director of a major FM company, as Chairman of a consulting company and now as an independent consultant with clients such as the Home Office, Mitchells & Butlers and Unilever.

This is one of Graham's most popular training courses.

## Course outline

### 1 The brief

- Defining / interpreting the brief
- Setting objectives

### 2 Project start-up

- Project structure
  - Roles
  - Responsibilities
  - Team structure
- Communication
- Planning
  - Tasks
  - Responsibilities
  - Deadlines
  - Control
- Risk assessments and business continuity

### 3 Use of contractors

- Choosing suppliers
- Placing contracts
- Financial management
- Legal responsibilities

### 4 Space planning and design

- Liaison with users
- Design concepts
- Space requirements and allocation
  - Reviewing work processes
  - Data gathering and analysis
  - Analysing impact on facilities requirements
- IT and telecoms issues
- Essential services
  - Electrical
  - Mechanical
  - Utilities
- Storage requirements (and how to minimise them)
  - Data
  - Archives
  - Stationery
- Furniture and equipment

### 5 The move

- Guidelines
- Communication
- Move plan checklists
- Service contracts
- Utilities
- Document control (warranties, manuals, registers, certificates, authorities, etc)

- As fitted drawings

## **6 Settling-in**

- Welcome
- Induction
- Snagging
- Follow-up

## **7 Project review**

- Post-project evaluation
- On-going facilities support
- Developing and building relationships
- Maintaining the working environment

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**TO DISCUSS YOUR TRAINING REQUIREMENTS  
PLEASE CALL 01582 469080**

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