

AN 8-WEEK SELF-MANAGED, WRITTEN, DISTANCE LEARNING COURSE

Start 11 October 2010 • End 3 December 2010

Alternatively start anytime or download it

Effective Facilities & Property Management

Gain the all-round skills of the effective facilities and property manager in just 8 modules over 8 weeks (approximately 3-4 hours a week)



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See back page for details...

THIS COURSE WILL:

- **Ensure** you are fully aware of your organisation's environmental responsibilities – both ethically and legally
- **Demonstrate** how to provide security for your property and safeguard the welfare of employees
- **Detail** effective measures on budgeting, cost control and efficient record keeping
- **Focus** on the health and safety issues facing the modern facilities manager
- **Examine** how to plan and use the property you are responsible for effectively
- **Set out** your rights and duties as a landlord and highlight the pitfalls you need to be aware of
- **Update** you with all you need to know on the legal aspects of facilities management, including tenancy agreements, property acquisitions and types of contracts

Designed for:

Facilities and property managers and all those with responsibility for managing and maintaining a property for an organisation

www.falconbury.co.uk/distancelearning

Save up to 50%

SEE INSIDE FOR DETAILS...

Overview

Why choose the Effective Facilities and Property Management distance learning course?

All businesses are in property but amazingly only a few manage it efficiently.

The Royal Institute of Chartered Surveyors stated that British industry is throwing away £18 billion every year through inefficient control and use of its property assets. Local government, the NHS, the education sector and central government in the UK spend a staggering amount on facilities management and outsourced services. With so much investment at stake the effective management of an organisation's property assets is a vital responsibility and should be approached in a professional and competent manner.

Effective Facilities and Property Management covers all aspects of facilities and property administration. It highlights best practice in the field: from budget and cost control, accommodation planning, acquisition, building works and condition surveys through dilapidations, health and safety and insurance to maintenance, outsourcing, privity of contract, rating, security, under-letting, VAT and zoning. It also covers the latest legislation covering energy consumption and reductions, waste and environmental issues.

What does this course offer:

- 1 **Flexibility** – learn at a pace and place of your own choosing
- 2 **Manageable** weekly instalments and self-assessment progress questions
- 3 **Reduced expenditure** – no hotel or travel fees
- 4 **Self-managed study** – no compulsory marked tests or assignments
- 5 **Certificate** on course completion
- 6 **Guideline answers** for self-assessment questions
- 7 **Reduced expenditure** – no hotel fees, travel expenses or time out of the office
- 8 **Optional online assessment** upon completion of the course

Who will benefit from this course?

- Facilities managers and property managers
- HR managers with responsibility for the FM function within their organisation
- H&S managers
- Production and works managers
- Commercial property landlords
- Construction managers
- Company secretaries
- Professional advisers
- Owners and directors of companies without a specialist manager who nevertheless need to know where they stand and what they need to do

Online final assessment

The final external assessment is an OPTIONAL appraisal and those participants not wishing to undertake it will automatically receive the 'General Certificate of Completion' for their personal development/training profile.

THE FALCONBURY TRAINING PARTNERSHIP SCHEME

**With our Training Partnership Scheme you will get great savings:
Enrol 2 get 1 free, enrol 6 get 3 free, enrol 10 get 5 free.**

For more information on the substantial discounts offered by our Training Partnership Scheme please visit our website:

www.falconbury.co.uk/content/training-partnership-scheme

Course content

Module 1

ACQUISITION OF A PROPERTY AND TYPES OF CONTRACT

- Acquisition
- Valuation
- Freehold ownership
- Leasehold commitment
- Licence
- Guarantees
- Condition survey

Module 2

TENANCY AGREEMENTS – OBLIGATIONS AND TERMINATION

- Tenancy agreements
- Use and user clause
- Reinstatement
- Variation of orders/lease
- Notice servicing
- Option to break
- Termination
- Lessee's works
- Covenants

Module 3

LANDLORD'S RIGHTS AND DUTIES

- Landlord's rights and duties
- Rent review
- VAT on rent
- Service charge
- Underletting
- Upwards only rent review (UORR)
- Privity of contract

Module 4

MAKING THE MOST OF YOUR PROPERTY – PLANNING AND USE

- Accommodation planning
- Relocation
- Zoning
- Planning
- Building works
- Neighbours

Module 5

SECURITY AND MAINTENANCE

- Access
- Security
- Electronic security
- Trespassers
- Terrorist precautions
- Maintenance
- Janitorial duties
- Repairs and decoration
- Dilapidations

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Module 6

HEALTH AND SAFETY, HOMEWORKING AND DISCRIMINATION

- Health and safety
- First aid
- Fire precautions
- Notice boards
- Insurance and incidence reporting
- Christmas precautions
- Homeworking
- Work/leisure occupation
- Disability discrimination

Module 7

ENVIRONMENTAL CHALLENGES AND RISK MANAGEMENT

- Environmental obligations
- Energy
- Waste
- Contaminated land
- Risk management
- Contingency planning
- Safety communication

Module 8

BUDGETS, COSTINGS AND KEEPING RECORDS

- Yearly projections
- Rating
- Budgetary control
- Cost checklist
- Internal rents
- Marriages of interests
- Keeping property records
- Archiving

EFFECTIVE FACILITIES AND PROPERTY MANAGEMENT IN-HOUSE TRAINING

www.falconbury.co.uk/inhouse

We can run an in-house version of this distance learning course within your organisation, tailored to your specific needs. It can incorporate the modules in this distance learning course or we can create a programme specifically for your needs.

Interested? Then call Caroline Glen NOW on **+44 (0)20 7729 6677** for a FREE consultation and quote or email inhouse@falconbury.co.uk

Course Contributor

David M Martin, FCIS, FCIPD, FloD, has been Assistant Secretary of two public companies, Scaffolding Great Britain and Gaskell & Chambers, where he was directly involved in property and contractual matters as well as personnel and corporate administration. He was subsequently appointed Secretary and then Director and Secretary of one of the top 250 listed PLCs where he remained for nearly ten years.

David was responsible for a range of disciplines – including property and insurance as well as statutory and legal requirements and corporate/internal communications. The property portfolio comprised over 400 units including retail, manufacturing, warehousing and domestic premises.

Following a takeover, he founded his own business consultancy – Buddenbrook – in 1985. Buddenbrook carries out various projects for a range of clients, large and small, including conducting property negotiations, acquisitions and disposals, rent reviews and renewals etc.

David is also an employer's representative for the panel of members for the Employment Tribunals and a member of one of the Registrar of Companies committees. He speaks at around 90 seminars each year and is author of around 40 business books. An eighth edition of his title *The Company Director's Desktop Guide* and a fourth edition of his *The A-Z of Employment Practice* are available from Thorogood.

Need it for your whole team?

This course can provide fantastic value for training and developing your whole team. If you are interested in a corporate multi-participant deal or licence agreement please contact **Customer Services** on **+44 (0)20 7729 6677** or email info@falconbury.co.uk



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Three ways to take this course

- 1** Start on 11 October and receive one module every week for 8 weeks
- 2** Start the course at anytime and receive all the modules all in one go
- 3** Go to www.falconbury.co.uk/distancelearning and enrol to receive the course as pdf downloads immediately upon payment

EFFECTIVE FACILITIES & PROPERTY MANAGEMENT

8 WEEKLY MODULES

Start 11 October 2010 • End 3 December 2010

Ref: 1492

Start anytime • Download it: www.falconbury.co.uk/distancelearning

Please quote your Partnership Number to receive your reduced rate

IT IS IMPORTANT TO FILL OUT ALL THE INFORMATION BELOW

For more than three participants please photocopy the form as needed

1st participant's details Full Price	Download now! SAVE £200	Partnership Price SAVE £400
<input type="checkbox"/> £799	<input type="checkbox"/> £599 + VAT	<input type="checkbox"/> £399

Mr/Mrs/Ms (surname) _____

First names _____

Job title _____

Tel _____

Email

2nd participant's details SAVE 15%	Download now! SAVE 15%	Partnership Price SAVE £400
<input type="checkbox"/> £679.15	<input type="checkbox"/> £509.15 + VAT	<input type="checkbox"/> £399

Mr/Mrs/Ms (surname) _____

First names _____

Job title _____

Tel _____

Email

3rd participant's details FREE	Download now! SAVE 15%	Partnership Price SAVE £400
<input type="checkbox"/> £FREE	<input type="checkbox"/> £509.15 + VAT	<input type="checkbox"/> £399

Mr/Mrs/Ms (surname) _____

First names _____

Job title _____

Tel _____

Email

Contact details (ALL INVOICES WILL BE ADDRESSED TO THIS CONTACT)*

NOTE: Enrolments received within 7 working days of the start date may experience a delay in receiving the first Module.

Mr/Mrs/Ms (surname) _____

First names _____

Job title _____

Tel _____

Email

Organisation details

Company _____

Address _____

Postcode _____ Country _____

Tel _____ Fax _____

Payment details

NB Please note that payment must be made in advance of the course, Falconbury reserves the right to refuse the release of modules if payment has not been received.

I enclose a cheque made payable to Falconbury Ltd PO Number _____

I would like to pay by bank transfer (BACS) payment:

In GBP Sterling (£) to Nat West Sort Code 60-04-16 • Account No. 30212820

Please charge my credit card Mastercard Visa

Card no.

Expires Security number (last three digits on signature strip)

Alternatively book via our secure booking form on our website or call us with your card details.

Cardholder name _____

Signature _____

* Contact details above must be those of the cardholder

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5 WAYS TO ENROL

WEB www.falconbury.co.uk/distancelearning

E-MAIL distancelearning@falconbury.co.uk

FAX +44 (0)20 7729 6110

TEL +44 (0)20 7729 6677

POST Falconbury Ltd, 10-12 Rivington Street
London EC2A 3DU, UK

THE FEE INCLUDES

- 8 weekly, mailed, distance learning course module booklets with self-aid progress questions
- Certificate of participation on completion of the course
- A ring binder to hold the module booklets
- An email contact address for on-going support and advice from the course contributors throughout the course
- Guideline answers to self-assessment questions
- Optional online marked final assessment

HOW TO REGISTER AND PAY

An invoice and enrolment confirmation will be sent within 7 days, please contact us if you have not heard anything after that time.

Payments may be made by credit card, by bank transfer (for bank account details please see payment details section of enrolment form) or cheque made payable to Falconbury Ltd and posted to the address above. Any questions please contact **customer services on +44 (0)20 7729 6677.**

MULTIPLE ENROLMENT DISCOUNTS

A multiple enrolment discount of 15% is available on the 2nd and subsequent participant if booked at the same time from the same organisation. This discount can apply to any online discount but, unless otherwise stated, this may not be used in conjunction with any other offer or the Falconbury Training Partnership Scheme.

ALWAYS READ THE SMALL PRINT

CANCELLATIONS AND TRANSFER:

Once we have received your enrolment form the place(s) are confirmed.

Up to 28 days before the course

- Cancellation – 10% administration fee
- Transfers – Free of charge
- Substitute delegates – Free of charge

27 to 14 days before the course

- Cancellations – 100% fee
- Transfers – 10% fee
- Substitute delegates – Free of charge

13 to 0 days before the course

- Cancellations – 100% fee
- Transfers – 100% fee
- Substitute delegates – Free of charge

A maximum of one transfer is allowed. After the transfer no cancellation can be accepted and the full invoiced fee will be charged. Transfers are subject to payment of the difference on higher value courses. No substitute may be made after the start of the course.

PARTNERSHIP CONDITIONS

The Falconbury Training Partnership Scheme cannot be used in conjunction with any other discount offer, including multiple booking discounts, unless otherwise stated or negotiated.

PLEASE NOTE

- It may be necessary, for reasons beyond the control of Falconbury, to alter the line-up of authors or course content. However, every effort will be made to adhere to the published syllabus
- Every effort will be made to distribute the materials according to the schedule. However, certain unforeseen circumstances may delay the despatch of materials

DATA PROTECTION

The personal information provided by you on this form will be held on a database. Sometimes your details may be made available to external companies for marketing purposes. If you do not wish your details to be used for this purpose please write to:

The Database Manager, Falconbury Ltd, 10-12 Rivington Street, London EC2A 3DY, UK.

Falconbury registered address: Acre House, 11-15 Williams Road, London, NW1 3ER. Company No. 3937398