

Office Space  
Utilization

Safety, Health  
& Environment

Outsourcing &  
Out-tasking

Performance  
Contracts

Outsourcing  
Contracts

# FM Role in High-Performance Office Workplace Environment

As the global economy becomes more competitive and real estate price escalating, building a high performance office workplace is becoming a higher priority for most corporation.

Also with the mounting evidence that the quality of the workplace impacts a company's ability to produce and innovate, facility managers are often task to enable the workplace to keep pace with organizational change.

The questions many facility managers are now asking are, what makes a high performance workplace? And how can they better support a productive and innovative workforce?

## WHO SHOULD ATTEND?

Head of Corporate Support Services/Facilities Management Department, Facilities Managers for corporate offices and Admin managers that are in-charge of the office facilities.

## WHAT YOU WILL LEARN?

- Introduction of FM
- Office Space Utilization and Management

## ABOUT THE TRAINER:

Jeffrey Budimulia, CFM, MBA, has 28 years of FM experience from a multitude of roles including as a client, service provider and consultant in different parts of Asia Pacific. He is one of the founding members of the IFMA Singapore Chapter. He has served in many leadership roles, including the chapter's president, Vice President and as a member of the Board for IFMA, USA.



- ◇ Keep stock of space allocation and their use
- ◇ Keep track of space usage
- ◇ Opportunities for "hot-desking", "flexi / mobile furniture", "open plan layout"
- Safety, Health & Environment
  - ◇ Creating awareness of Safety Health and Environment and Sustainability
  - ◇ Be prepared for Emergency (disaster recovery)
- Outsourcing & Out-tasking
  - ◇ Strategies to outsourcing
  - ◇ Developing KPIs
  - ◇ Choosing Suppliers
- Outsourcing Contracts
  - ◇ Managing Relationships
  - ◇ Managing Results
  - ◇ Reporting Performance
- Performance Contracts
  - ◇ Performance and Analytics
  - ◇ Asking right questions

## SEMINAR DETAILS:

Date : 21 & 22 Sep 2017

Time : 9am to 5pm

Fee : SGD 750 (early bird discount of 5% ends on 31 Aug)

Venue : Park Royal Hotel@Kitchener

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