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# Course: Integrated Facilities and Logistics Optimization: Boosting Workplace Efficiency and Sustainability

Code	City	Hotel	Start	End	Price	Language - Hours
831	Beijing (China)	Hotel Meeting Room	2024-11-04	2024-11-08	5450 €	En - 25

## Introduction

The "Integrated Facilities and Logistics Optimization" course is designed to provide participants with the necessary tools, strategies, and insights to enhance workplace efficiency and sustainability. In today's fast-paced business environment, managing facilities and logistics effectively is critical for operational success. This five-day course focuses on empowering participants with the knowledge and skills needed to master the fundamentals of facilities management, logistics, and sustainability.

Throughout the course, participants will explore key topics such as preventive maintenance, fleet and inventory management, outsourcing, and sustainability practices. By the end of the program, they will be equipped with actionable strategies to optimize facilities, enhance logistics operations, and contribute to a more sustainable and efficient work environment.

This course is ideal for facilities managers, logistics officers, HR managers, and anyone involved in administrative and support services. Whether you're looking to refine your skills or gain new insights into facilities management and logistics, this course will provide you with the practical knowledge to drive improvement in your organization.

## Objectives

- Master the basics of facilities management and logistics and understand their impact on operational efficiency.



- Develop a deep awareness of the different contexts in which the facilities management function operates.
- Enhance skills in managing office supplies, maintenance, and internal communications.
- Understand the role of sustainability in facilities management.
- Assess the benefits and challenges of outsourcing key facilities management operations to third-party organizations.
- Increase awareness of health and safety compliance, risk management, and business continuity planning.
- Manage fleet operations, government relations, and public relations effectively.
- Develop actionable plans to apply these skills in the workplace.

## Who Should Attend

- Facilities Managers
- Logistics Officers
- HR Managers
- Risk Management Managers
- Administrative and Support Services Staff

## Course Outline

### Day 1: Overview of Facilities Management

- **Introduction to Facilities Management**
  - The evolution and importance of facilities management in modern organizations.
  - Understanding the role of facilities management in supporting core business functions.
  - Key competencies required for effective facilities management.
- **Controlling Support Services for Operational Efficiency**



- Identifying and managing essential support services, such as cleaning, security, and catering.
- Implementing service level agreements (SLAs) to ensure consistent performance.
- Monitoring and evaluating the efficiency of outsourced support services.
- Techniques for improving the integration of support services with core business operations.
- **Key Elements of Facilities Management**
  - Space planning and utilization: Optimizing workspace layouts to improve productivity.
  - Energy management and sustainability: Reducing energy consumption and promoting green practices.
  - Health, safety, and compliance: Ensuring the workplace adheres to legal and regulatory requirements.
  - Emergency preparedness and business continuity: Developing plans to handle crises and maintain operations.

## **Day 2: Maintenance Strategies and Workplace Management**

- **Developing Preventive Maintenance Strategies**
  - The importance of preventive maintenance in reducing downtime and extending the lifespan of equipment.
  - Utilizing maintenance management software to schedule and track maintenance tasks.
  - Key metrics for assessing the effectiveness of preventive maintenance programs, such as mean time between failures (MTBF) and mean time to repair (MTTR).
  - Training staff on preventive maintenance best practices and ensuring they follow established protocols.
- **Creating a Safe and Efficient Work Environment**
  - Implementing ergonomic designs to minimize employee strain and enhance productivity.



- Promoting a culture of safety by ensuring employees are aware of workplace safety protocols.
- Conducting regular safety audits to identify potential hazards and mitigate risks.
- Integrating technology to monitor air quality, lighting, and temperature, improving overall workplace conditions.
- **Effective Budget Management for Facilities**
  - Prioritizing maintenance projects and allocating resources efficiently to avoid budget overruns.
  - Developing a capital expenditure (CapEx) and operational expenditure (OpEx) budget for facility upgrades and ongoing maintenance.
  - Cost-saving strategies, such as energy-efficient equipment and bulk purchasing of maintenance supplies.
  - Forecasting long-term facility expenses to ensure financial sustainability.

### **Day 3: Logistics - Fleet and Inventory Management**

- **Managing Fleet Operations and Contracts**
  - Implementing fleet management software for real-time tracking of vehicles and maintenance scheduling.
  - Developing policies for fuel efficiency and reducing fleet operating costs.
  - Evaluating the benefits of leasing versus owning fleet vehicles.
  - Ensuring compliance with regulatory requirements, such as driver safety and vehicle inspections.
  - Negotiating and managing service contracts for vehicle maintenance and leasing agreements to optimize costs and performance.
- **Efficient Shipping Management**
  - Streamlining shipping processes through route optimization and load consolidation.
  - Leveraging technology such as GPS tracking and automated shipping systems to monitor shipments in real time.
  - Managing relationships with third-party logistics providers to ensure timely



deliveries and cost-effective solutions.

- Reducing shipping costs through strategic partnerships with carriers and by utilizing economies of scale.
- Implementing sustainable shipping practices, such as using eco-friendly packaging and reducing carbon emissions.

#### • **Best Practices in Inventory and Warehouse Management**

- Implementing Just-In-Time (JIT) inventory systems to reduce storage costs and avoid overstocking.
- Using barcode systems or RFID technology to track inventory and minimize stock discrepancies.
- Optimizing warehouse layout and design to ensure efficient material handling and space utilization.
- Developing inventory forecasting models to anticipate demand and reduce stockouts.
- Ensuring compliance with safety regulations within the warehouse, including proper labeling, storage, and equipment handling.

### **Day 4: Outsourcing, Contracting, and Sustainable Practices**

#### • **Evaluating Outsourcing and Managing Service Contracts**

- Assessing the cost-benefit analysis of outsourcing versus in-house service management.
- Identifying key performance indicators (KPIs) to monitor outsourced services and ensure accountability.
- Building strong relationships with contractors and service providers to foster long-term partnerships.
- Developing clear and comprehensive service level agreements (SLAs) to define expectations and performance standards.
- Conducting regular reviews and audits of outsourced services to ensure compliance and performance efficiency.

#### • **Implementing Sustainability in Facilities Management**

- Integrating energy-efficient systems, such as LED lighting, solar panels, and



smart thermostats, to reduce energy consumption.

- Implementing waste reduction programs, including recycling initiatives and sustainable procurement practices.
- Promoting water conservation through the use of efficient plumbing fixtures and water management systems.
- Encouraging green building certifications, such as LEED or BREEAM, to enhance the sustainability of facility operations.
- Educating staff and stakeholders on sustainable practices and fostering a culture of environmental responsibility within the organization.

- **Compliance and Risk Management Strategies**

- Developing comprehensive risk assessments to identify potential hazards and vulnerabilities within facility operations.
- Ensuring compliance with health, safety, and environmental regulations, and staying updated on legal changes.
- Implementing business continuity plans (BCP) to mitigate disruptions and ensure rapid recovery from emergencies.
- Using risk management software to track and manage compliance issues, incidents, and corrective actions.
- Training staff on risk management procedures and emergency response to enhance preparedness and resilience.

## **Day 5: Action Planning and Performance Evaluation**

- **Creating and Implementing Effective Action Plans**

- Setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals to guide the action plan.
- Conducting a gap analysis to identify areas for improvement and prioritize actions based on organizational needs.
- Assigning roles and responsibilities to ensure accountability and ownership of each task.
- Developing timelines and milestones to track progress and ensure timely execution of the action plan.



- Incorporating flexibility into the plan to adapt to unforeseen challenges or changes in organizational priorities.
- Using project management tools to streamline the implementation and tracking of action plans.

- **Techniques for Performance Monitoring and Benchmarking**

- Identifying key performance indicators (KPIs) aligned with organizational goals to monitor progress effectively.
- Implementing performance dashboards for real-time monitoring and reporting of key metrics.
- Conducting regular performance reviews and feedback sessions to evaluate progress and adjust strategies as needed.
- Utilizing benchmarking data to compare performance against industry standards and competitors.
- Implementing continuous improvement processes, such as Plan-Do-Check-Act (PDCA), to ensure long-term success and refinement of strategies.
- Analyzing data and trends to identify areas of success and areas that need improvement, allowing for informed decision-making.





**The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:**

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.