

iwfm

QUAL-IN-A-WEEK

IWFM Qual-in-a-week brochure

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ONE WEEK... ...THAT COULD CHANGE YOUR LIFE

"Nothing in the world is worth having or worth doing unless it means effort"
Theodore Roosevelt

If you're reading this, the chances are that you already recognise that achieving an IWFM qualification in Facilities Management is a good idea. It can help you in your career, it can help your employer and it can help your clients and customers. It can give you credibility both in the FM industry and the wider world of business and industry.

But you may also recognise that achieving a qualification is not easy.

Of course, if it was easy, it wouldn't be worth bothering with. All of the benefits would fade away. The credibility of your qualification and of you as a facilities manager could legitimately be called into question. It is the difficulty that makes it worthwhile.

The trick to overcoming difficult challenges is to break them down into their component parts, then deal with each one separately. This is where we come in. Our course materials ensure that you have the knowledge to complete the qualification. Our assessors guide you through the assessments and ensure that you understand the concepts that you are learning. Our tutors act to motivate and inspire you to keep learning and keep working until you achieve your goals. But there is one other challenge that nearly all IWFM learners face.

Balance

Over the past decade, we've worked with hundreds of aspiring Facilities Managers to help guide them through their BIFM and IWFM qualifications and we're consistently told that the biggest challenge most of them face is balancing their commitments to study and work.

After attending a workshop and leaving ready to tackle the relevant assignment, it's all too easy to

get distracted by the everyday grind of work and life. Assignments get pushed back and forgotten. Before you know it, you've run out of time and you're left with a choice - rush the assessment and produce sub-standard work, or don't complete the qualification at all.

That's why we've developed the IWFM Qual-in-a-Week programme. Its aim is to remove that final challenge by giving you the opportunity to get away from the office for a week of intensive tuition and study. You'll work on your assessments as you go along, so by the end of the week you'll have a head full of new ideas as well as a completed assessment ready to be submitted to IWFM for final approval.

In one week, you can earn your IWFM qualification.

In one week, you can boost your career, your knowledge, your skills and your credibility.

In one week, you can change your life for the better.

WHAT WILL I STUDY?

The Qual-in-a-Week course will cover the material needed to achieve an IWFM Level 4 Award in Facilities Management. Specifically, you'll cover the following two units from the qualification.

- > FM4.01 An Overview of Facilities Management
- > FM4.04 Understanding Support Services Operations

You'll be covering a lot over the 5 day course. You'll get an introduction to Facilities Management and learn about how it fits into the wider business context. You'll learn about different service delivery models, how they work and what the pros and cons are of each. You'll cover the different services included within facilities management, how to classify them and how they relate to productivity, profitability and customer experience.

You'll learn about both the day-to-day delivery of facilities management as well as where it fits in the bigger picture of business and society. You'll cover health & safety, budgeting, contract management and customer service, all the time considering the impact they have on both the facilities function and the wider organisation.

In a nutshell, you'll learn a lot.

But if this all sounds a bit daunting, don't worry. We'll be there to guide you through it all.



HOW IS THE COURSE STRUCTURED?

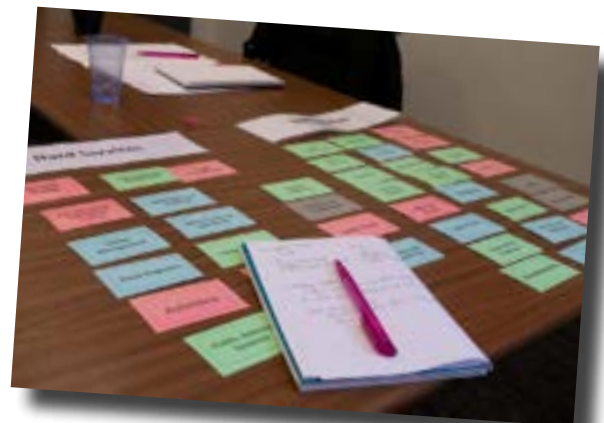
"Tell Me and I Forget; Teach Me and I May Remember; Involve Me and I Learn"
Ancient Chinese Proverb



The course will consist of 5 days of highly interactive workshops. It'll be led by one of our expert tutors, all of whom are experienced facilities managers in their own right and who have themselves gone through an extensive training programme in order to be certified as a Xenon tutor.

The course will include a mix of tuition, discussion and activities. At various points you'll have the chance to apply what you're learning with a variety of exercises, some of which will count towards your final assessment. We'll constantly be helping you to think about what you're learning in the context of your own organisation so you can start improving the way you do things as soon as you return to work.

And one more thing - there will be some homework to complete each day. We know that can be tough after a whole day of learning, but this is an intensive course after all! Remember - nothing is worth doing if it's easy and a bit of homework is a great way to consolidate your newfound knowledge.



OK I'M IN...

...WHAT NEXT?

If you're ready to book your place, the next step is simple. You just need to add your name to the waiting list (if you haven't done so already) and watch out for an e-mail which will notify you when enrolment is due to open.

The course costs **£2,250 + VAT**, which will include all of the tuition, assessment, registration with IWFM, ongoing support and best of all, a celebratory meal for all those that complete the course.

Once enrolment opens, you'll just need to make a card payment of **£107** to reserve your place. This is a non-refundable deposit which will cover the cost of registration with IWFM.

Once we've received your deposit, we'll invoice you or your employer separately for the remaining balance, which will need to be paid before the course start date. You can pay by BACS transfer, credit card or even by cheque!

Once you've paid for your ticket, that's it! You'll receive a welcome pack and joining instructions and we'll be in touch to take some additional details for registration with IWFM. Then it's just a case of looking forward to the course and congratulating yourself on a life-changing decision.

We'll see you on the course!