

# **FACILITY & OFFICE SERVICES ESSENTIALS**

Accra - Ghana

26 - Apr 2027 - 30 - Apr 2027

\$5,500



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TRAINING CENTER



## Introduction

Facility and office services play a vital role in ensuring the smooth functioning of any organization. They provide the essential backbone that allows staff to focus on their primary responsibilities without disruptions. From managing office facilities to overseeing administrative support services, these functions directly influence productivity, efficiency, and workplace satisfaction. This course is designed to give participants a comprehensive understanding of the principles and practices of facility and office services, including the planning, coordination, and execution of daily operations. Participants will learn how to streamline processes, ensure compliance with standards, and create a workplace environment that supports business objectives.

## Facility & Office Services Essentials Course Objectives

- Gain a clear understanding of the scope and importance of facility and office services in organizational success.
- Learn techniques for managing administrative operations, office logistics, and facility maintenance effectively.
- Understand strategies for developing and implementing efficient office procedures and resource management practices.
- Explore best practices in office coordination, document management, and workplace safety.
- Strengthen their ability to handle office resources, equipment, and vendor relations with professionalism.
- Develop the skills needed to support employees and enhance productivity through structured office services.



## Course Methodology

The course applies a mix of interactive lectures, real-world case studies, group discussions, and practical exercises. Participants will gain hands-on knowledge and leave with practical tools and templates they can apply in their work environment.

## Who Should Take This Course

This course is ideal for:

- Administrative assistants
- Office clerks and data entry clerks
- Archive clerks and coordinators
- Drivers and messengers supporting office operations
- Staff responsible for facility and office service coordination

## Facility & Office Services Essentials Course Outlines

### Day 1: Fundamentals of Facility and Office Services

- Understanding the role of facility and office services in organizations
- Overview of core responsibilities: logistics, maintenance, and support functions
- Creating a professional workplace environment
- Introduction to office resources and equipment management

### Day 2: Administrative Operations and Office Management

- Structuring effective office procedures and systems

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- Managing records, archives, and data entry functions
- Office communication protocols and reporting lines
- Supporting executives and employees efficiently

## Day 3: Facility Maintenance and Workplace Safety

- Planning and coordinating facility maintenance activities
- Workplace safety standards and compliance essentials
- Risk prevention and emergency procedures in offices
- Managing contractors, vendors, and service providers

## Day 4: Enhancing Efficiency and Service Delivery

- Improving office productivity through streamlined processes
- Cost-effective resource and supply chain management
- Using technology tools for office and facility management
- Measuring efficiency with key performance indicators (KPIs)

## Day 5: Practical Applications and Case Studies

- Real-world case studies in office and facility management
- Practical exercises on office service coordination
- Problem-solving in workplace operations
- Final group activity: Designing a simple office services improvement plan



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## Conclusion

By successfully completing this course with Gentex Training Center, participants will gain essential knowledge and practical tools to manage office and facility services effectively. They will be equipped to contribute to workplace efficiency, support business goals, and enhance organizational productivity through professional and structured service delivery.

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