



Following on from our successful programme in Bristol and London, we are delighted to be expanding the programme to Manchester and Birmingham.

Contract Management - Birmingham 7 February 2018

1 DAY

"Successfully managing contracts and service levels"

This course is designed to help you achieve the demanding performance requirements expected of your contracts and service level agreements. It will help you ensure that the objectives and targets set out will be met in practice, and within budget, so that promised customer benefits are delivered and service delivery improved.

- > Understanding the legal framework of contracts
- > Roles, responsibilities and relationships
- > Measuring performance
- > Performance improvement programmes
- > How to manage contract change & cost variation
- > Dispute avoidance & resolution
- > Working collaboratively with suppliers

Read More

This course is located in Birmingham.

All learners will receive a Quadrilect Certificate of attendance for their CPD records. Optional ILM Development Certification Available on request – please note there is a charge of £50+VAT



This course combined with The Tender Process provides tuition for BIFM Level 4 qualification unit FM4.21

Understanding & Managing Building Services - Manchester 3-4 July 2018

2 DAYS

"Making sure your buildings function effectively"

This course will provide you with a good introduction to and explanation of heating, ventilation, cooling, lighting, utilities, energy management, lifts and associated services. Learn how they work, how to cost effectively manage them and how to work confidently and successfully with contractors and technical support staff.

- > The fundamentals of building services
- > Good energy purchasing & management
- > Handling building emergencies
- > Handling building emergencies
- > Building management systems (BMS)
- > The four minute audit
- > Handling customer complaints
- > Carbon management & environmental performance
- > Monitoring operating costs & environmental impacts
- > Maintenance specification, contractor selection & contract management

Read More

This course is located in Manchester.

All learners will receive a Quadrilect Certificate of attendance for their CPD records. Optional ILM Development Certification Available on request – please note there is a charge of £50+VAT



This course combined with Building Surveying & Maintenance, provides tuition for BIFM Level 4 qualification unit FM4.17

HOW TO MAKE A BOOKING IN 4 EASY STEPS

STEP

01

Choose your course or courses

STEP

02

Your course registration checklist:

- Membership status: professional body member or non member
- Company postal address (*also supply if invoice address is different*)
- Email address for joining instructions and invoice
- PO Number (*if your company requires for invoicing purposes*)
- Qualification option (*where applicable*)

STEP

03

Complete your registration

Email us at info@quadrilect.co.uk with the information from steps 1 & 2.

STEP

04

What happens next?

You will get a **confirmation of your booking**. If you do not receive any acknowledgement of registration please contact us.

Joining instructions and an invoice

will be emailed approximately 4-6 weeks prior to your start date. Payment is required upfront before you attend the course

CPD Recognition

Please note that all these courses are CPD accredited and attendees will receive a Quadrilect CPD Certificate on completion of the course for their lifelong learning records.



Contact Us

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www.quadrilect.com

 twitter.com/quadrilect

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Interested in our other Regional Programmes? We hold courses in Bristol and Edinburgh. [Click here to see our Bristol Flyer](#) and to [view our Edinburgh Flyer](#) click here



Please send to:
Quadrilect Ltd,
2 Burgon Street,
London, EC4V 5DR

Please photocopy for multiple bookings

T: 0207 248 5942 E: info@quadrilect.co.uk W: www.quadrilect.com

Course(s) Booking

Course Title

Course Date(s)

Delegates Name

Job Title

Organisation

Address

Phone Number

Member of Professional Body (if you are a member of a professional body please specify)

Payment Details

Invoice Address (if different from above)

Purchase Order No. (if applicable)

Signature

I have read and accepted the terms and conditions

Signed

Date

Interested in our other Regional Programmes? We have courses held in Bristol & Edinburgh. Click here to see our Bristol courses and to view our Edinburgh courses click here

Personal Background

Please complete these details in full. They are very important for pre-course planning and preparation.

Do you hold any qualifications in any discipline? if so, which?

What are you current job responsibilities?

How long have you held these?

Please advise us if you have any special access requirements.

Would you like email updates on our current programme?

Yes No

Email address

Fees (ex-VAT)

Duration	Prof. Body Mbrs*	Non-Mbrs
1 day course	£385.00	£480.00
2 day course	£695.00	£835.00

Please note no accommodation is included in the above fees. All fees include course documentation, refreshments and lunch.

*Professional Body Discounted rate - who is eligible? Members of the BIFM, RICS, ILM, CIOB, CIBSE.

Terms and Conditions

CANCELLATIONS:

For most courses a £35 + VAT (per course) admin fee will be charged if you cancel in writing more than 10 working days before an event. Registered delegates who cancel after this time or do not attend are liable for the full fee.

Substitutions can be made at any time. We reserve the right to change the venue and we also reserve the right in its absolute discretion to cancel the event.

We can accept payment by cheque (made payable to Quadrilect Ltd) or by BACS