

# Business and Administration

**Course Name**

Diploma in Facilities Services

**Course Description**

You will be assigned a dedicated Tutor who will visit you once a month to train, coach and support you throughout the duration of the course. You will agree a monthly action plan of activities to undertake and evidence to collect before your next session. At the end of the course you will; be able to develop effective customer relationships; promote and maintain service delivery; maintain site safety and security; control the use of resources in a property/site/premise

**Audience**

Ideal for those who are new to providing service delivery in areas such as Reception, Site Maintenance, Stations, Security or back-office

**Duration:** 1 Day(s) **Class Size:** 1

**Competence Name Awarded**

N/A

**Competence Awarded**

N/A

**Course Code**

N/A

**Prerequisite Name**

N/A

**Prerequisite Short Code**

N/A

**Skills Assessment Scheme Regime**

N/A

**Course Type**

Face to Face

