

# Global FM School for Facilities Management

Course Outline Guide 2024

## Short Course Program: Environmental Management for FM Managers



---

012 534 3552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150  
Kuber offices, Silver Lakes Office Park 1,  
Von Bockstrom Blvd Pretoria 0018



# TABLE OF CONTENTS

Short Course Program: Environmental Management for FM Managers

<b>1. WHAT IS THE ENVIRONMENTAL MANAGEMENT COURSE?</b>	<b>3</b>
<b>2. GENERAL INFORMATION?</b>	<b>4</b>
2.1 Enrollment requirements	
2.2 Duration of the course	
2.3 Course dates	
2.4 Methodology on Class Attendance	
2.5 Tuition Fees?	
2.6 What are the payment terms and conditions?	
2.7 What are the registration fees?	
<b>3. HOW TO REGISTER?</b>	<b>6</b>
<b>4. WHO ENDORSES THE COURSE?</b>	<b>6</b>
<b>5. COURSE TOPICS</b>	<b>7</b>

---

012 536 3552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504, Sinoville, 0150  
Kuber offices, Silver Lakes Office Park 1,  
Von Bachstrom Blvd Pretoria 0018

# 1. What is the Environmental Management Course?

Reducing our impact on the environment is one of our major priorities. Achieving sustainable development will require efforts from all People, from individuals, to Government, Commercial and Institutional Sectors (Particularly in offices) and the Private Sector. It will entail making changes in the way we live and work, and the way we produce and deliver goods and services.

This course will advise you on ways you can help to make your own office / building / small company / large organization more environmentally appropriate.



---

012 534 3552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150  
Kuber offices, Silver Lakes Office Park 1,  
Von Bockstrom Blvd Pretoria 0018



## 2. General Information

### 2.1 Entrance requirement for this course

Open - No pre-requisites required

### 2.2 Duration of the course

This course has been designed to be presented over 2 days.

### 2.3 Course dates

16 - 17 September 2024

### 2.4 Methodology on Class Attendance

The Course will be presented via Webinar.

---

012 534 3552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150  
Kuber offices, Silver Lakes Office Park 1,  
Von Bockstrom Blvd Pretoria 0018



## 2.5 Tuition Fees

R 4 000.00 (Excluding Vat) per learner

## 2.6 What are the payment terms and conditions?

**Pre-payment is essential for all courses.**

Certificates will only be issued to learners that have complied with all the requirements for a particular course. No certificates will be issued to any learner that is not fully paid-up.

Global-FM retains the right to amend course dates/ module dates. Should this occur, Global-FM will offer alternative dates in co-operation with the learners.

Should you be forced to pull out of a course prior to the commencement of the course, before attending the classes, you may be substituted by another without extra cost.

A registration fee of R 200.00 excluding VAT is payable on your registration.

In the event of cancellation made at least 30 days prior to the commencement date, a full refund of the course fee will be made. For a cancellation, made between 14 - 30 days prior to the commencement date, a 50% refund of the course fee will be made. If a cancellation is made less than 14 days prior to the commencement date, no refund of the course fee will be made.

---

012 534 3552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150  
Kuber offices, Silver Lakes Office Park 1,  
Von Bockstrom Blvd Pretoria 0018



## 2.7 What are the registration fees?

R 200.00 excluding VAT

## 3. How to register

Please visit our website:

[www.global-fmschool.com](http://www.global-fmschool.com), and click on the "contact button" to submit your application to register.

Alternatively, send an email to [admin@global-fmschool.com](mailto:admin@global-fmschool.com) and a electronic registration form will be emailed to you, to complete.

Thereafter, the logistics for the enrollment procedures will be communicated to you via email.

## 4. Who endorses the Course?

Global-FM School for Facilities Management.

This is a Non-Credit Bearing Course

---

012 534 3552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150  
Kuber offices, Silver Lakes Office Park 1,  
Von Bockstrom Blvd Pretoria 0018



## 5. Course Topics

The topics for this course includes the following:

1. Principles of Environmental Impact Management including Legislation relating to Environmental Management
2. Principles of promoting efficient use of natural resources
3. How Facilities Management impacts the "carbon footprint" of a company and the promotion of usage of "renewable resources"
4. Environmental Management, focusing on Offices in 2015 and beyond - take a careful look at your office procedures, identifying possible improvements and implementing and communicating changes, you and your co-workers can significantly reduce your office's impact on the environment. Goals of Environmentally Responsible Management, focusing on Making the most efficient use of resources - materials, energy and water, and to minimize contamination, chemical and otherwise, of the environment. Thinking Globally, Stats on Office Waste, Tackling the Office Waste Problem, Acting Locally, Bad Office Habits, What Happens if you take Action, Paper, What makes a good paper recycling Program, Setting up a recycling Program, Other Paper waste, Other Office Products, Meals and Coffee Breaks, Conserving Energy & Water, Using your Buying Power, Communication and Motivation, Seven Steps to Recycling Success, Designing a Recovery System, Discovering Your Program's True Value, Generating Enthusiasm and Motivating Participation, Business as Usual, and the Green Office Checklist

---

012 534 3552

[admin@global-fmschool.com](mailto:admin@global-fmschool.com)

<https://www.global-fmschool.com>

Postnet suite 192, Private bag X504; Sinoville, 0150  
Kuber offices, Silver Lakes Office Park 1,  
Von Bockstrom Blvd Pretoria 0018