

fnPrime is making it event easier to deliver quality training to your staff. Our Lunch and Learn bundles will include everything you need to host an in-person or virtual lunch and learn training session with your staff.

**November Lunch and Learn Event**

**The Application of Lean Management within FM**

The training will focus on finding ways to make facility managers, technicians, and their organizations as efficient as possible. Interested in learning the principals of increasing the quality of services rendered and reducing the waste that detracts from the quality of services you provide? In this presentation we will discuss the following points:

• Understand what lean is

• Identify and define the eight forms of waste

• Identify and define the major tenets of a lean system

• Learn how lean principles can be applied in FM to maximize value

What’s included:

* Invitation Copy
* Link to View Content
* Attendance Record (separate file)
* Assessment Form (separate file)
* Certificate of Participation (separate file)

Timeline:

2-3 weeks prior: Decide on date/time/format for your lunch and learn.

2 weeks prior: Send you invite to your staff or anyone you would like to participate. Hang-up poster in common area. Make sure to include whether this will be an in-person event or whether everyone will need to watch on their own.

72 hours prior: Send reminder email about an in-person event.

Day of: Make sure technology is working, provide lunch or snacks if possible. If a virtual send the link to attendees. If in-person put out attendance record so you can keep a record of who attended the training.

Post-Event: Follow-up with an assessment if you’d like to ensure they participated and learned and/or the certificate of participation for their own record. Make sure to document the training was offered and who participated.

In-Person Invite Template:

Hello,

We are dedicated to making sure all \_\_\_\_\_\_\_(insert department name)\_\_\_\_\_\_\_\_\_ have access to professional development and training. Because of this we’ve scheduled a lunch and learn event on \_\_\_\_\_\_\_\_(insert date)\_\_\_\_\_ in room \_\_\_\_\_(insert room).

The training will focus on finding ways to make facility managers, technicians, and their organizations as efficient as possible. Interested in learning the principals of increasing the quality of services rendered and reducing the waste that detracts from the quality of services you provide? In this presentation we will discuss the following points:

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Your participation in this event is (mandatory, or volunteer). Please let me know if you have any questions.

Sincerely,

(Your Name)

In-Person Reminder:

Hello,

Just a reminder we have an upcoming training session on “The Application of Lean Management within FM” by Darrell Rounds and Jeanne Henderson on \_\_\_\_\_(insert date)\_\_\_\_\_\_\_\_\_ in room \_\_\_\_(insert room)\_\_\_\_\_\_\_.

Your participation in this event is (mandatory, or volunteer). Please let me know if you have any questions.

Sincerely,

(Your Name)

Virtual Invite:

Hello,

We are dedicated to making sure all \_\_\_\_\_\_\_(insert department name)\_\_\_\_\_\_\_\_\_ have access to professional development and training. Because of this we’ve arrange for an online training which you have access to view at your convenience. Please review the content between now and \_\_\_\_\_(insert date)\_\_\_\_\_.

The training will focus on finding ways to make facility managers, technicians, and their organizations as efficient as possible. Interested in learning the principals of increasing the quality of services rendered and reducing the waste that detracts from the quality of services you provide? In this presentation we will discuss the following points:

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To view the training click: <https://www.facilitiesnet.com/fnPrime/lunchandlearn/Lunch-and-Learn-COVID-Return-to-Work-Strategies-for-Facility-Managers--5571>

Once you have watched the event please fill out the attached assessment and return to me so ensure you’ve completed the training.

Sincerely,

(Your Name)

Virtual Reminder:

Hello,

Just a reminder to complete the training session “The Application of Lean Management within FM” by Darrell Rounds and Jeanne Henderson. The training will focus on finding ways to make facility managers, technicians, and their organizations as efficient as possible. Interested in learning the principals of increasing the quality of services rendered and reducing the waste that detracts from the quality of services you provide?

To view the training click: https://www.facilitiesnet.com/fnPrime/lunchandlearn/Lunch-and-Learn-COVID-Return-to-Work-Strategies-for-Facility-Managers--5571

Thank you,

(Your Name)