

# 2017 Workshops

for FM & fit out and refurbishment specialists



## Sample Workshop Itinerary

TIME	EVENT	WITH	LOCATION
08.30	Collection from St Pancras	Account Manager	St Pancras Eurostar
08.45	On-site Registration	Reception Staff	Reception
09.00	Welcome Remarks Tea Croissant etc.	General Manager	Training Room
09.15	An Introduction to blinds in the workplace e.g. Types, Specifications, Fabrics, Auto Control, Black Outs	Technical Product Solutions	Training Room
10.00	MIS, H&S, Energy, Gain or Loss?	Service Manager	Training Room
10.30	Coffee Break	Open door	Training Room
10.45	BBSA Video presentation	Industry Expert	Training Room
11.00	Planned Maintenance Like for Like replacements Reactive Repairs	Service Team	Training Room
11.15	H&S intro Production Area	Production Manager	Training Room
11.25	In the Workshop- Discovery Making Blinds	Production Manager	Workshop
12.45	FAQ - Final Remarks and Feedback	Account Manager	Training Room
13.00	Drop off or stay for informal lunch	Account Manager	St Pancras Eurostar