Management & leadership · ML307

Logistics and Asset Management Essentials for General Services

Barcelona (Spain) · 14 - 18 Dec 2026

Date	Venue	Duration
14 - 18 Dec 2026	**Barcelona (Spain)**	**1 Week**
Fee	Ref	Language
£5,000 GBP	**ML307**	**English**

Introduction

In organizations where general services manage a diverse range of assets—from vehicles and office spaces to coffee services and storerooms—effective logistics and asset management is crucial. Managing these services often involves not just overseeing the physical assets but also ensuring accurate invoicing, timely rent collection, resource allocation, and service quality.

This training program is tailored to empower general services teams with the skills necessary to streamline operations, improve asset oversight, and strengthen internal processes using practical tools such as Microsoft Excel. Participants will learn how to create efficient invoicing systems, monitor the usage and rental of assets, manage logistical tasks, and maintain clear records for accountability and reporting purposes.

Through hands-on exercises, real-world examples, and guided practice in Excel, participants will enhance their ability to manage day-to-day services effectively while improving coordination across departments. The course emphasizes practicality, aiming to deliver immediate skills improvement that can significantly impact daily operations and service excellence.

Course Objectives of Logistics and Asset Management Essentials for General Services

Upon completing this program, participants will be able to:

- Understand the principles and best practices of logistics and asset management in general services.
- Develop and implement efficient systems for asset tracking and service invoicing.
- Use Microsoft Excel effectively for managing invoices, task tracking, and reporting.
- Improve coordination and scheduling for logistical tasks and resource usage.
- Ensure accurate and transparent documentation for all asset-related transactions.
- Enhance problem-solving and organizational skills in a multi-service environment.
- Apply best practices for vehicle, office, and equipment management.

- Establish clear procedures for service requests, rentals, and issue tracking.

Course Methodology of Logistics and Asset Management Essentials for General Services

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyze real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organizational Impact of Logistics and Asset Management Essentials for General Services

This training program will have a positive impact on organizations by:

- Streamlined general services operations and reduced administrative errors.
- Improved accuracy and timeliness in invoicing, collections, and reporting.
- Better utilization and accountability of company assets.
- Enhanced service satisfaction for internal and external stakeholders.
- Increased transparency and reduced risks through stronger documentation.
- Empowered general services teams capable of proactive logistical management.
- Efficient resource allocation and cost savings through better tracking and planning.

Personal Impact of Logistics and Asset Management Essentials for General Services

Participants will experience personal growth and development, including:

- Gaining practical skills in logistics coordination and asset management.
- Building proficiency in using Excel for real-world service and asset management tasks.
- Improving organizational, time management, and reporting skills.
- Developing confidence in managing a variety of services and assets.
- Enhancing career prospects by demonstrating expertise in operational management.
- Strengthening communication and coordination abilities across teams.

Who Should Attend

This training program is ideal for:

- General Services Officers and Coordinators
- Asset Management Staff
- Administrative Professionals handling logistics and invoicing
- Facility and Office Services Staff
- Operations and Support Services Personnel
- Storekeepers and Fleet Coordinators
- Anyone responsible for managing company assets, services, and logistical operations

Course Outlines

Day 1

Fundamentals of Logistics and Asset Management in General Services

- Overview of General Services Operations
- Key Concepts: Logistics, Asset Management, and Service Coordination
- Identifying and Categorizing Assets and Services
- Setting Up an Asset Inventory System
- Introduction to Basic Excel Tools for Asset Lists
- Creating a Sample Asset Register in Excel

Day 2

Invoicing and Rental Management Essentials

- Principles of Accurate and Transparent Invoicing
- Managing Rental Agreements for Offices, Vehicles, Equipment
- Issuing and Tracking Invoices Using Excel
- Managing Payments and Receipts
- Handling Common Challenges in Billing and Rental Tracking
- Building an Invoice Template in Excel

Day 3

Task Management and Service Scheduling

- Task Planning and Prioritization Techniques
- Managing Service Requests and Issue Tracking
- Using Excel to Create Task Lists, Calendars, and Reminders
- Communication and Coordination with Other Departments
- Handling Emergencies and Last-Minute Requests
- Creating a Service Request Tracker in Excel

Day 4

Reporting, Monitoring, and Performance Improvement

- Designing Useful Reports: Asset Usage, Billing Status, Service Completion
- Visualizing Data in Excel: Charts, Pivot Tables, and Dashboards
- Monitoring KPIs for General Services
- Problem-Solving Techniques in Logistics Management
- Continuous Improvement: How to Optimize Services Over Time
- Building a Monthly Asset and Services Report in Excel

Day 5

Practical Integration and Future Best Practices

- Integrating Logistics, Asset Management, and Service Delivery Systems
- Setting up Standard Operating Procedures (SOPs) for General Services
- Leveraging Technology for Greater Efficiency (Mobile Apps, Advanced Excel Functions)
- Preparing for Growth: Scaling Systems for More Assets and Services
- Designing a Full General Services Management Workflow
- Review, Feedback

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