

THE OMP MEMBERSHIP

There are two packages available to our Members. The OMP is for businesses of all sizes meaning you can select the one most suited to you and your requirements.

Standard - unlimited free access

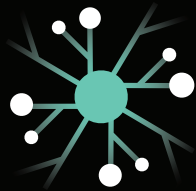
Unlimited access to the OMP and hosted OMP Events. No access to downloadable templates or Webinars.

Enhanced - £25.00 per month, inc. VAT

Unlimited access to the OMP including downloadable templates, OMP Events and Webinars. **Please note:** a minimum of 1-year Membership applies.

The prices are per user, per company – if you require multiple accounts for your company please contact us to discuss further.

You can save £50.00 by paying annually in advance - find out more online.

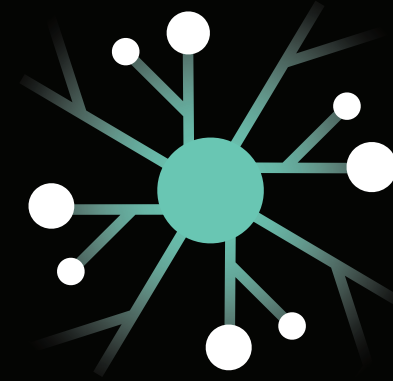


THE OFFICE MANAGEMENT
P O R T A L

If you're interested in joining, please email:
contact@theofficemanagementportal.com or visit
www.theofficemanagementportal.com.

Connect with us:     

The Office Management Portal has been developed by Black & White Office Consultancy.



THE OFFICE MANAGEMENT
P O R T A L

The Go To Resource for
Office Management Professionals

www.theofficemanagementportal.com

WHAT IS THE OFFICE MANAGEMENT PORTAL?

The OMP is a unique, centralised online platform specifically created for those in office management and support roles.

It provides access to tools such as expert support and advice, up to date news feeds on items to include Health & Safety and HR matters, downloadable templates you can edit and utilise in your business and much more.

We think it's important Office Managers have a sense of support, development and community to learn and grow in their role and the OMP provides this for you at your fingertips.

WHO IS IT FOR?

There are over 94,550* people in office management roles within the UK and before now, there has never been a platform to support them.

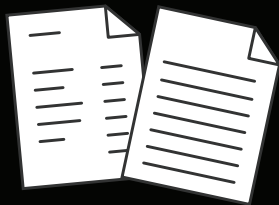
Most of these individuals are in roles that are unique to their business and therefore they feel isolated and undervalued.

We believe that Office Managers are at the core of any business; they provide an environment that staff work in every day, and that environment needs to work well in order to keep staff happy, and motivated.

The OMP is for employees who run offices, in roles such as Office, Operations and Facilities Manager or split roles such as PA/Office Manager, providing them with a breadth of resources to support their role and career development.

*according to LinkedIn July 2017

WHAT ARE THE BENEFITS?

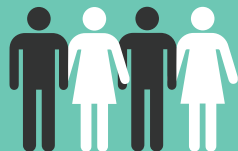


Useful Templates

a library of document templates such as joiner checklists, H&S templates, business continuity documents, project lists for moves & fit-outs and more. Making running your office more efficient and saving you time searching for templates online.

Advice & Updates

an array of advice and news updates/changes relating to the typical role of an office manager, homing in on specific areas such as procurement, contracts, desk assessments, quick tips for new office managers, and growing! This allows you to tap into expert support whenever you may need to.



Online Forum

in which you can connect with other Members in similar roles, raising topics or responding to others raised, creating a tightly knit community and a safe place to share your requirements or experience.

Events & Training Calendar

relevant to your role, hosted by us and by others that we have found for you – meaning you can use one source to sign up to events or training of interest and relevance, enhancing your career and building a solid network.



Supplier Directory

a comprehensive directory of hand-selected service & supply partners. Our partner directory will allow you to search with ease for the supplies and services you need, no matter the requirement, helping you with the day to day running.

Jargon Buster

which is full of useful acronyms and phrases commonly used in office and facilities management roles - no need to Google or Bing it with the OMP at hand!

