



Facilities Management Training Course



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Introduction:

The Facilities Management training course offers a comprehensive overview of the essential practices and latest trends in facility management. This course is designed to equip participants with the knowledge and skills to manage facilities efficiently, focusing on key areas such as operational excellence, sustainability practices, and risk management.

Attendees will learn how to enhance service delivery, streamline operations, and implement best practices in maintaining and optimizing facility performance. With an emphasis on preventive maintenance, outsourcing, performance benchmarking, and regulatory compliance, this course ensures that participants are prepared to meet the highest safety, functionality, and efficiency standards within their organizations.

Targeted Groups:

- Facility Managers.
- Operations Managers.
- Maintenance Supervisors.
- Property Managers.
- Health, Safety, and Environmental HSE Managers.
- Asset Management Professionals.
- Building Engineers and Technicians.
- Contract and Outsourcing Managers.
- Corporate Real Estate Managers.
- Risk and Compliance Officers.

Course Objectives:

At the end of this course, the participants will be able to:

- Improve operational efficiency and sustainability in facility management.
- Equip attendees with the latest trends and best practices in the profession.
- Enhance skills in managing facility staff and corporate assets.
- Implement effective preventive maintenance and repair strategies.
- Streamline operations and optimize service delivery.
- Minimize risk exposure and ensure regulatory compliance.
- Balance asset performance in functionality, availability, reliability, and safety.
- Controller outsourcing and contracting processes for facilities.
- Develop effective performance monitoring and benchmarking techniques.
- Strengthen knowledge of health, safety, environmental, and workplace legislation.
- Utilize key methodologies for managing maintenance systems.
- Address real-world facility management challenges with practical solutions.

Targeted Competencies:

- Operational Efficiency Management.
- Sustainability Practices and Green Building Initiatives.
- Preventive Maintenance Planning and Execution.
- Corrective Maintenance and Repairs.
- Strategic Asset Management.
- Risk Management in Facility Operations.
- Staff and Resource Management.
- Outsourcing and Contracting Strategies.
- Service Delivery Improvement.
- Performance Benchmarking and Monitoring.
- Facility Auditing and Reporting.
- Health, Safety, and Environmental Compliance.
- Regulatory and Workplace Legislation Adherence.
- Emergency Preparedness and Crisis Management.
- Space Management and Optimization.
- Budgeting and Financial Management in Facilities.
- Energy Management and Cost Efficiency.
- Quality Control and Assurance in Maintenance.
- Implementing Technological Solutions in Facility Management.
- Managing Maintenance Systems and Software Tools.
- Supplier and Vendor Relationship Management.
- Corporate Asset Protection and Security Management.
- Effective Communication and Leadership in Facility Teams.
- Continuous Improvement and Innovation in Facility Operations.

Course Content:

Unit 1: Overview of Facilities Management:

- Introduction to the role of facility management in organizations.
- Key responsibilities of a facility manager.
- Understanding the importance of operational efficiency and sustainability.
- Overview of current trends in facility management.
- Facility management in the context of organizational goals and performance.
- Integration of technology and smart systems in modern facilities.

Unit 2: Preventive Maintenance & Maintenance Strategies:

- Definition and importance of preventive maintenance.
- Developing a maintenance strategy for facilities.
- Scheduling and planning regular inspections and maintenance tasks.
- Identifying critical assets and implementing risk-based maintenance.
- Best practices in minimizing downtime and extending asset life.
- Monitoring maintenance effectiveness and improving maintenance programs.
- Aligning maintenance strategy with organizational goals.

Unit 3: Outsourcing and Contract Management:

- Benefits and challenges of outsourcing facility services.
- Key considerations when selecting contractors and service providers.
- Creating effective contracts and service level agreements SLAs.
- Managing vendor relationships and ensuring contract compliance.
- Cost-benefit analysis of outsourcing versus in-house management.
- Monitoring contractor performance and addressing issues.
- Legal and ethical considerations in outsourcing.

Unit 4: Performance Monitoring and Benchmarking:

- Importance of performance monitoring in facility management.
- Setting key performance indicators KPIs for facility operations.
- Methods for tracking and evaluating facility performance.
- Benchmarking against industry standards and competitors.
- Using data analytics to improve operational efficiency.
- Identifying areas for improvement through performance reviews.
- Reporting performance results to stakeholders and management.

Unit 5: Health, Safety, Environmental and Workplace Legislation:

- Understanding workplace health and safety regulations.
- Ensuring compliance with environmental laws and sustainability requirements.
- Implementing health and safety policies in facilities.
- Risk assessments and hazard management in the workplace.
- Emergency preparedness and response planning.
- Promoting a culture of safety among facility staff and contractors.
- Managing environmental impact and improving sustainability practices.