

# FACILITIES MANAGEMENT

Course: **00178**

Filter: **Beginner**

Duration: **4 days**

Category:: **Project Management**

Price: **693,00 €**

## About Course

Facilities Management (FM) is a critical function that ensures the smooth operation of built environments, from corporate offices to residential complexes, hospitals, and industrial facilities. This comprehensive training course is designed to equip participants with the knowledge and practical skills necessary to manage facilities effectively, ensuring efficiency, sustainability, and safety.

## What you'll learn

- FM overview
- Manager role
- Property management
- Stakeholder engagement
- Sustainability
- Energy efficiency
- Workplace design
- Legal compliance
- Hazardous materials
- Indoor environment
- Risk management
- Financial management
- Performance analytics
- Continuous improvement

## Targeted audience

- Facilities managers & supervisors
- Maintenance staff, Health & safety officers
- Operations & property managers
- Project managers
- Sustainability coordinators
- Security personnel
- Contactors & vendors
- Human resource & Administrative staff
- It professionals

### **Pre-requisites**

- None

### **Curriculum**

#### **Module 1: Introduction to Facilities Management**

- Defining Facilities Management and Its Strategic Importance
- The Evolution of Facilities Management : Past, Present, and Future Trends
- The role of Facilities Management in organizational Success

#### **Module 2: The role & responsibilities of a FM Manager**

- Core Competencies and skillset for Facilities Managers
- Overseeing Operations and Maintenance Strategies
- Strategic Leadership and Decision-Making in Facilities Management

#### **Module 3: Managing residential & commercial properties**

- Fundamentals of Multi-Unit Property management
- Best practices in maintenance Scheduling and tenant relations
- Legal and Ethical Considerations in Property Management

## **Module 4: Engaging & Managing Stakeholders**

- Identifying internal and external stakeholders
- Effective Communication and Collaboration Techniques
- Conflict resolution and negotiation Skills for Facilities Managers

## **Module 5: Sustainability & Environmental Responsibility**

- Principles of Green Building and Sustainable Practices
- Energy Conservation Strategies for Facilities
- Reducing Carbon Footprint and Waste Management Initiatives

## **Module 6: Energy Efficiency & Resource Optimization**

- Understanding Energy Consumption in Facilities
- Implementing Smart Technologies for Energy Savings
- Renewable Energy Integration for Sustainable Operations

## **Module 7: Creating a Product & Safe Work Environment**

- Designing Functional Workspaces for Efficiency and Well-being
- Workplace Ergonomics and Health Considerations
- Cost-Benefit Analysis of Workplace Enhancements

## **Module 8: Health, Safety, and Fire Protection Standards**

- Implementing Workplace Safety Protocols
- Occupational Health Management and Risk Mitigation
- Fire Prevention, Preparedness, and Emergency Response Planning

## **Module 9: Legal & Compliance Aspects in FM**

- Navigating Workplace Regulations and Labor Laws
- Compliance with Workplace Surveillance and Privacy Law
- Managing Contract Workers and Vendor Agreements

## **Module 10: Safe Handling of Waste Materials**

- Identifying Common Hazardous Substances in Facilities
- Regulatory Compliance for Safe Disposal and Management
- Employee Training and Awareness Programs for Hazardous Material Handling

### **Module 11: Optimizing Indoor Environment Quality**

- Improving Air Quality and Ventilation Systems
- Lighting Design and Visual Comfort Considerations
- Space Utilization and Temperature Control Strategies

### **Module 12: Risk Management & Security Planning**

- Risk Management & Security Planning
- Conducting Security Audits and Threat Assessments
- Business Continuity Planning and Crisis Management

### **Module 13: Strategic Business & Financial Management for Facilities Leaders**

- Budgeting and Cost Management for Facilities Operations
- Enhancing Productivity through Efficient Resource Allocation
- Driving Business Growth with Facilities Optimization Strategies

### **Module 14: Mastering Contract & Vendor Management**

- Understanding Contract Terms and Negotiation Strategies
- Selecting and Managing Vendors for Quality and Compliance
- Best Practices in Procurement and Sustainable Supply Chain Management

### **Module 15: Performance Monitoring, Analytics & Reporting**

- Establishing Key Performance Indicators (KPIs) for Facilities Management
- Using Data Analytics for Informed Decision-Making
- Reporting and Continuous Improvement Frameworks

### **Module 16: Building a Culture of Continuous Improvement**

- Emphasizing Small, Incremental Changes for Sustainable Growth
- Encouraging Employee Engagement and Innovation

- Measuring, Analyzing, and Refining Improvement Initiatives