



EVENTS & FACILITIES Management

Course Introduction:

The module is designed to provide a broad introduction to Facilities Management for participants who already have a limited involvement with FM processes and who are keen to develop a career in FM. The module covers the Principles and the Practice of Facilities Management.

This comprehensive seminar is designed to provide energy management, sustainability, and operations and maintenance training for government personnel and contractors operating government high performance buildings. Serving as an expansion of existing industry recognized training programs, the course will assist these professionals in:

- Operating buildings in accordance with industry best practices and standards
- Reducing energy consumption and costs
- Improving the working environment
- Reducing the environmental impacts of government facilities

Course Objectives:

By the end of the program, participants will be able to:

- Explain the foundations of facility management.
- Analyze strategic options and make decisions necessary to manage the facility
- Apply environmental and contractual factors in selecting appropriate facility site.
- Optimize people, processes, assets and the work environment to support delivery of the organization's business objectives.
- Make decisions about automation and disaster recovery planning
- Apply the tools and techniques necessary to develop a facility's engineering plans and layouts.
- Apply managerial, technical and financial considerations of facility management.
- Discover the importance of proper maintenance management and project management of a facility.

Who Should Attend?

Personnel who are interested in learning facility management and the considerations that affect facility management.

Course Outline:

Overview of Facility Management

- Defining Facility Management
- Role & Responsibilities of the Facility Manager

- Facility Management Main Activities
- Challenges and Risks

Strategic Facility Planning

- Developing Facility Management Strategy
- Retaining Services In-House versus Outsourcing
- Facility Management Strategic Options
- Outsourcing Facility Functions
- Service Level Agreements

Real Estate Planning and Considerations

- Site Criteria Considerations
- Space Calculations
- Environmental Issues
- Lease Agreements

Engineering Planning

- Design Requirements and Layouts
- Open-Plan versus Closed-Plan Approaches
- Space and Furniture Consideration
- Criteria Matrix
- Adjacencies Matrices
- Relationship Diagram
- Bubble Diagram
- Block Planning

Facility Management Information System

- Building Automation Systems
- Types of Controllers
- Considerations for FMIS
- Disaster Prevention and Recovery

Maintenance and Operations Management

- Emergency Maintenance
- Corrective Maintenance
- Preventive Maintenance
- Predictive Maintenance
- Facility Security

Managing Large Maintenance Jobs

- Defining Large Facility Jobs

- Work Break-Down Structure
- Developing a Schedule
- Gantt Chart
- Resource Planning

Facility Financial Management

- Evaluating Alternative Plans
- Ranking the Alternatives
- Weighted Factor Comparison
- Facility Budgeting
- Common Ratio and Trend Analyses
- Capital Budgeting Evaluations

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

المركز العالمي للتدريب والتطوير
International Centre For Training & Development

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

