

Facility Management - Full Programme

Geneva (Switzerland)

7 - 11 April 2025

UK Training

PARTNER



Facility Management - Full Programme

Code: SC28 From: 7 - 11 April 2025 City: Geneva (Switzerland) Fees: 4700 Pound

Introduction

The overall aim of this course is to provide participants with the knowledge, skills, and techniques needed to perform all the essential tasks required to manage a facility. The course includes important concepts such as strategic and financial planning, engineering design, automation, and maintenance. Participants in this interactive course will learn all the processes and activities required to manage a facility effectively from different perspectives: operational, environmental, contractual, and technical and to make the optimum decisions for their facilities.

Course Objectives of Facility Management - Full Programme

- Explain the foundations of facility management.
- Analyze strategic options and make decisions necessary to manage the facility.
- Utilize environmental and contractual factors in selecting the appropriate facility site.
- Identify the tools and techniques necessary to develop a facility's engineering layouts and make decisions about automation and disaster recovery planning.
- Discover the importance of proper maintenance management and project management of a facility.
- Apply project management techniques to manage large-size facility tasks.
- Use capital budgeting concepts and techniques to ensure the implementation of the appropriate decisions regarding facilities.

Facility Management - Full Programme Course Outlines

Day 1

Overview of facility management

- Defining facility management.
- Role and responsibilities of the facility manager.
- Facility management main activities.
- Challenges and risks.

Strategic Facility Planning

- Retaining services in-house versus outsourcing.
- Facility management strategic options.
- Outsourcing facility functions.
- Supplier selection.
- Service level agreements.
- Facility location.
- Site criteria considerations.

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles.

UK Training
PARTNER

Day 2

Engineering planning and design

- Design requirements and layouts.
- Approaches for furniture planning
 - Closed plan approach.
 - Open plan approach.
- Space and furniture considerations
 - Criteria matrix.
 - Adjacencies matrices.
 - Relationship Diagram.
 - Bubble diagram.
 - Block planning.
 - Facility Management Information System FMIS.

Day 3

Maintenance and operations management

- Emergency maintenance.
- Corrective maintenance.
- Preventive maintenance.
- Predictive maintenance.
- Facility Security.

Day 4

Managing large facility jobs

- Defining large facility jobs.
- Work Breakdown Structure WBS.
- Developing a schedule.
- Gantt chart.
- Resource planning.

Day 5

Facility Financial Management

- Evaluating alternative plans.
- Ranking the alternatives.
- Weighted factor comparison.
- Facility budgeting.
- Common ratios and trend analyses.
- Capital budgeting evaluations.

UK Training

PARTNER



Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

UK Training
PARTNER

Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com



UK Training
PARTNER

The image features a graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it. The text 'UK Training PARTNER' is overlaid on the board, with 'PARTNER' in a larger, bold font.