BLACKBIRD FOR TRAINING

Facility Management - Full Programme

Vienna (Austria)

6 - 10 October 2025

Facility Management - Full Programme

Code: SC28 From: 6 - 10 October 2025 City: Vienna (Austria) Fees: 4400 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.

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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.

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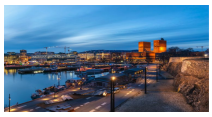
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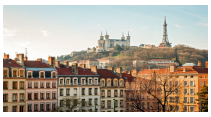
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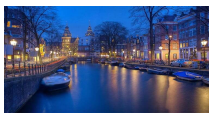
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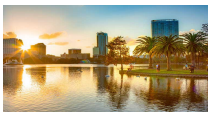
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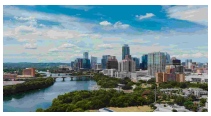
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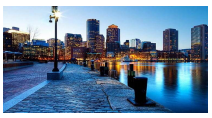
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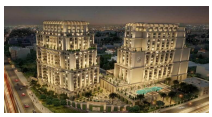
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