Facility Management - Full Programme

3 – 7 May 2027
Brussels (Belgium)



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Introduction

In the ever-evolving field of facility management, it's crucial to have a solid understanding of the key skills and techniques required to manage facilities effectively. The Facility Management Full Programme is designed to equip participants with the essential knowledge and abilities needed to oversee facilities with maximum efficiency. Whether you're aiming for facility management certification or seeking to gain comprehensive insights into what facility management is, this course offers you everything you need to excel.

Participants will delve into important concepts such as strategic planning, financial management, engineering design, automation, and maintenance. This interactive course provides a holistic view of the processes involved in facility management from multiple perspectives—operational, environmental, contractual, and technical—and teaches you how to make the most informed decisions to optimize the performance of your facilities.

Course Objectives

The Facility Management Full Programme is structured to help participants develop essential skills and gain the expertise necessary for success in this vital field. Here are the key learning outcomes:

- Understand the foundations of facility management and the vital role a facility manager plays.
- Analyze strategic decisions to effectively manage a facility and address challenges.
- Utilize environmental and contractual considerations when selecting an appropriate facility location.
- Identify tools and techniques to create engineering layouts, manage automation systems, and plan for disaster recovery.
- Discover the importance of maintenance management and its role in facility management.
- Apply project management techniques to handle large-scale facility operations.
- Learn how to use capital budgeting to ensure the appropriate financial decisions are made in facility management.

Course Outlines

Day 1: Overview of Facility Management



- Defining facility management and its significance.
- Understanding the duties of a facility manager.
- Key activities in facilities management.
- Exploring the challenges and risks in global facility management.
- Strategic Facility Planning:
    - In-house services vs outsourcing.
    - Strategic options for managing facilities.
    - Outsourcing decisions and supplier selection.
    - Service level agreements SLAs and performance metrics.
    - Facility location and the considerations for site selection.

Day 2: Engineering Planning and Design

- Design requirements and layout planning.
- Approaches for furniture planning: closed plan vs open plan.
- Space and furniture considerations for optimal layout.
- Analytical tools like adjacency matrices, relationship diagrams, and bubble diagrams for efficient space management.
- Introduction to Facility Management Information System FMIS for data-driven decision-making.

Day 3: Maintenance and Operations Management

- Emergency, corrective, preventive, and predictive maintenance strategies.
- Ensuring facility security and implementing safety measures.
- Best practices for maintenance management in facilities.

Day 4: Managing Large Facility Jobs

- Defining large facility jobs and their complexities.
- Developing a Work Breakdown Structure WBS for large projects.
- Creating a schedule using Gantt charts.
- Effective resource planning and allocation.

Day 5: Facility Financial Management

- Evaluating alternative facility plans using weighted factors.
- Facility budgeting and financial decision-making techniques.
- Common financial ratios and trend analysis for facilities.
- Applying capital budgeting techniques for long-term facility investment planning.



Why Attend This Course: Wins & Losses!

Attending the Facility Management Full Programme is an invaluable opportunity to gain the skills necessary to manage facilities successfully. Whether you're aiming to earn facility management certification, advance your career, or learn how to implement best practices in facilities management, this course provides you with all the essential tools and knowledge.

Here are the key reasons why you should attend this course:

- Develop key skills in facility management, from strategic planning to project execution.
- Gain insights into the duties of a facility manager and learn how to handle large facility jobs.
- Master techniques for financial management in facilities, including capital budgeting and facility budgeting.
- Learn how to make informed decisions about facility planning, maintenance, and security.
- Build expertise in facility management information systems FMIS to streamline operations and data management.
- Understand global facility management practices and how to adapt them to local contexts.

By completing this course, you will be prepared to manage facilities more efficiently, make well-informed strategic decisions, and boost the overall performance of your organization.

Conclusion

The Facility Management Full Programme offers a comprehensive and engaging curriculum designed to transform your ability to manage and optimize facilities. Whether you are looking to pursue a facility management career, gain facility management training, or become a certified facility manager, this course is the perfect foundation for your success.

Don't miss the opportunity to expand your skills and gain the expertise necessary to excel in this critical field. Sign up for the facility management course today and take your professional journey to the next level!

