

Facility Management Administrator (FMA)

Manama (Bahrain)

20 - 24 April 2025

UK Training

PARTNER



Facility Management Administrator (FMA)

Code: LM28 From: 20 - 24 April 2025 City: Manama (Bahrain) Fees: 3900 Pound

Introduction

This course is designed to provide facility management administrators with the most modern and advanced knowledge and skills to excel in their roles. Participants will explore the latest trends, technologies, and best practices in facility management administration and gain practical insights to enhance their professional capabilities. Whether you are an experienced facility management professional or aspiring to enter this field, this course will equip you with the tools and techniques needed for success.

Objectives

- Understand the key principles and concepts of facility management administration in today's dynamic business environment.
- Gain knowledge of the latest trends, technologies, and best practices in facility management administration.
- Develop a strategic mindset to align facility management administration goals with organizational objectives.
- Learn effective strategies for optimizing facility operations, maintenance, and sustainability.
- Enhance your leadership and communication skills to effectively manage teams and stakeholders.
- Acquire risk management techniques to ensure the safety and security of facilities and occupants.
- Explore innovative approaches to space planning, workplace design, and workplace experience.
- Understand the financial aspects of facility management administration, including budgeting and cost control.
- Gain insights into the emerging role of technology in facility management administration and its impact on operations.
- Foster a culture of continuous improvement and innovation in facility management administration practices.

Course Outlines

Day 1

Introduction to Facility Management Administration

- Overview of facility management administration and its role in organizations
- Key principles and concepts in facility management administration
- Trends and challenges in modern facility management administration

Day 2

Strategic Facility Planning and Management

The logo for UK Training Partner features the text 'UK Training' in a small, black sans-serif font above the word 'PARTNER' in a large, bold, black sans-serif font. The text is positioned on a white and grey checkered chessboard background. In the foreground, several chess pieces are visible: a silver pawn, a silver knight, and a gold king, all set against a background of concentric white circles.

- Aligning facility management administration goals with organizational objectives
- Strategic planning and forecasting for facility management administration
- Integrated workplace management systems IWMS

Day 3

Operational Excellence in Facility Management Administration

- Facility operations and maintenance best practices
- Sustainability and green facility management administration
- Health and safety management in facilities

Day 4

Leadership and Communication in Facility Management Administration

- Effective leadership in facility management administration
- Managing teams and stakeholders
- Communication strategies for facility management administrators

Day 5

Emerging Trends and Technologies in Facility Management Administration

- Technology applications in facility management administration
- Space planning and workplace design
- Innovations in facility management administration

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