

## Facility Management Administrator (FMA)

*Dubai (UAE)*

*22 - 26 June 2025*

UK Training

# PARTNER



## Facility Management Administrator (FMA)

Code: LM28 From: 22 - 26 June 2025 City: Dubai (UAE) 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

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**

- 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

## Blackbird Training Cities

### Europe



Zurich (Switzerland )



Stockholm (Sweden)



Lyon (France)



Copenhagen (Denmark)



Bordeaux (France)



Annecy (France)



Oslo (Norway)



Edinburgh (UK)



Glasgow (Scotland )



Malaga (Spain)



London (UK)



Istanbul (Turkey)



Amsterdam (Netherlands)  
(Switzerland)



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Manchester (UK)



Milan (Italy)

### USA & Canada



Los Angeles (USA)



Florida (USA)



Online



Boston (USA)



Washington (USA)



Miami(USA)



New York (USA)



Toronto (Canada)



## Blackbird Training Cities

### Asia



Baku (Azerbaijan)



Maldives (Maldives)



Manila (Philippines)



Bali (Indonesia )



Bangkok (Thailand)



Beijing (China)



Jakarta (Indonesia)



Moscow (Russia )



Singapore (Singapore )



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur (Malaysia)

### Africa



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Marocco)



Nairobi (Kenya)



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 Refinement

### 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

 [training@blackbird-training.com](mailto:training@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

UK Training  
**PARTNER**

