

Facility Management Administrator (FMA)

Vienna (Austria)

25 - 29 August 2025

UK Training

PARTNER



Facility Management Administrator (FMA)

Code: LM28 From: 25 - 29 August 2025 City: Vienna (Austria) Fees: 4400 Pound

Introduction

This course is designed to equip facility management administrators with the most modern and advanced knowledge and skills necessary to excel in their roles. Participants will explore the latest trends, technologies, and best practices in facility management 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 provide you with the tools and techniques needed for success.

Course 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.
- Develop a strategic mindset to align facility management goals with organizational objectives.
- Learn effective strategies for optimizing facility operations, maintenance, and sustainability.
- Enhance 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 improving workplace experience.
- Understand the financial aspects of facility management administration, including budgeting and cost control.
- Gain insights into the role of technology in facility management and its impact on operations.
- Foster a culture of continuous improvement and innovation in facility management 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.
- Current trends and challenges in modern facility management.

Day 2: Strategic Facility Planning and Management

- Aligning facility management goals with organizational objectives.
- Strategic planning and forecasting for facility management.
- Introduction to Integrated Workplace Management Systems IWMS.

Day 3: Operational Excellence in Facility Management Administration

- Best practices in facility operations and maintenance.

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 with several chess pieces (a king, a pawn, and a knight) visible. Concentric white circles radiate from behind the text, creating a sense of depth and focus.

- Sustainability and green facility management.
- Health and safety management in facilities.

Day 4: Leadership and Communication in Facility Management Administration

- Effective leadership strategies for facility management administrators.
- Managing teams and stakeholders effectively.
- Communication strategies for facility managers.

Day 5: Emerging Trends and Technologies in Facility Management Administration

- Exploring technology applications in facility management.
- Space planning and workplace design innovations.
- Latest trends in facility management innovations and best practices.

Conclusion

This course provides a comprehensive exploration of modern facility management practices, focusing on the latest trends and technologies transforming the industry. Participants will develop the skills and knowledge required to excel in facility management roles, enhancing operational efficiency, leadership capabilities, and sustainability.

Join us to advance your career and succeed as a facility management professional in today's evolving business environment!

Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Anney (France)



Bordeax (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)

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





UK Training
PARTNER



UK Training
PARTNER





UK Training
PARTNER



UK Training
PARTNER



Blackbird Training Cities

Asia



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)
(Malaysia)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Dubai (UAE)



Kuala Lumpur



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

Africa



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

