BLACKBIRD FOR TRAINING

# Facility Management Administrator (FMA)

22 – 26 November 2027
Kuala Lumpur (Malaysia)

UK Traininig
PARTNER



# Facility Management Administrator (FMA)

**Ref:** 3254215_161035 **Date:** 22 – 26 November 2027 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4200 GBP

## Introduction

This course is specifically designed for facilities management administrators and those aspiring to enter the field of facility management administration. It equips participants with advanced knowledge, modern trends, and the essential skills needed to excel in managing facilities. Whether you're an experienced facilities management professional or just starting out, this course will provide you with practical insights, tools, and strategies that are essential for success. Learn about the critical responsibilities and duties of a facility administrator and the growing importance of effective administration in facility management today.

## Course Objectives

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

## Course Outlines

### Day 1: Introduction to Facility Management Administration

- Overview of facility management administration and its role in modern organizations.
- Key principles and concepts in facility management.
- Current trends and challenges in 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 and their growing significance.

### Day 3: Operational Excellence in Facility Management Administration

- Best practices in facility operations and maintenance.
- Sustainability and green initiatives in facility management.
- Managing health and safety effectively 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 to foster collaboration and efficiency.

### Day 5: Emerging Trends and Technologies in Facility Management Administration

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

## Why Attend this Course: Wins & Losses!

- Gain an in-depth understanding of what does FMA mean and how it impacts facilities management administration.
- Learn the benefits of management administrators and how they can positively influence facility operations.
- Prepare to take a facilities management administrator certification, elevating your qualifications.
- Master administrative manager skills to better manage both teams and facilities.
- Understand the duties of a facility administrator, including budgeting, maintenance, and risk management.
- Discover best practices in facility management and how to integrate them into your administration.

## Conclusion

This course offers a comprehensive exploration of modern facility management administration practices, focusing on the latest trends and technologies transforming the industry. By participating in this training, you will gain the necessary skills to become a successful facilities management administrator. Whether you're seeking to advance in your career or preparing for a facility management certification, this course is the perfect step towards achieving your professional goals.



**Join us today to advance your career in facility management administration and discover the benefits of acquiring modern knowledge and techniques essential for thriving in today's competitive environment!**

