

## Facility Management Administrator (FMA)

*Tokyo (Japan)*

*20 - 24 January 2025*

UK Training

# PARTNER



## Facility Management Administrator (FMA)

Code: LM28 From: 20 - 24 January 2025 City: Tokyo (Japan) Fees: 4700 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.

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

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- 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!



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