

FACILITY PLANNING AND MANAGEMENT EXCELLENCE



OUR ACCREDITATION & PARTNERS



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OVERALL DESCRIPTION:

This course is a hands-on, practical deep dive into elevating the function of facility management from a reactive, maintenance-focused role to a proactive, value-driven business imperative. We'll explore the modern framework for facility planning and management, providing you with the tools to optimize asset lifecycles, minimize costs, and create a safe, productive, and sustainable environment for your entire enterprise. You'll learn to align your facilities strategy with overarching business goals, ensuring every decision you make is a strategic investment in your organization's future.

Course Objectives:

Upon completion of this course, participants will have the knowledge and skills to:

- **Develop** a robust, strategic facility plan that aligns with and supports core business objectives.
- **Implement** best-practice maintenance and operational strategies to enhance asset reliability and reduce lifecycle costs.
- **Evaluate** and apply cutting-edge technologies and systems, such as CAFM and IoT, to modernize facility management.
- **Master** budgeting and financial planning techniques to effectively manage facility expenditures and demonstrate return on investment.
- **Lead** facility teams with a strong focus on health, safety, and environmental excellence, ensuring compliance and a positive workplace culture.

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Course Outline:

- **Strategic Foundations of Facility Management**
 - The evolution of FM and its link to business strategy.
 - Developing a mission, vision, and strategic plan for your facilities.
 - The role of the Facility Manager as a strategic business partner.
- **Planning, Financials, and Budgeting**
 - Capital planning vs. operational budgeting.
 - Lifecycle costing analysis for major assets.
 - Creating a defensible and transparent facilities budget.
- **Operations and Maintenance Excellence**
 - Designing and implementing a preventative maintenance program.
 - Introduction to predictive maintenance techniques.
 - Space management and optimization strategies.
- **Technology and Smart Facilities**
 - Understanding and selecting Computer-Aided Facility Management (CAFM) systems.
 - Leveraging IoT and data analytics for performance insights.
 - Integrating smart building technology for efficiency.
- **Health, Safety, and Sustainability**
 - Compliance with international HSE standards.
 - Emergency preparedness and business continuity planning.
 - Implementing sustainable and green building practices.
- **Performance Measurement and Leadership**
 - Establishing Key Performance Indicators (KPIs) for FM.
 - Benchmarking and continuous improvement methodologies.
 - Effective leadership and communication skills for FM professionals.

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WHO SHOULD ATTEND?

This course is designed for professionals who are responsible for the planning, management, and upkeep of an organization's physical assets. This includes, but is not limited to:

- Facility Managers and Directors
- Maintenance Engineers and Supervisors
- Operations and Administrative Managers
- Health, Safety, and Environment (HSE) Officers
- Real Estate and Property Managers
- Individuals aspiring to leadership roles in facilities and operations.

Course Methodology:

We utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This training course will be conducted as a highly interactive workshop session. A variety of training methodologies will be used Before and during the course whenever applicable. Some of these methods are gamification, online pre-post test, role plays, self-assessment instruments, group exercises & case studies.