



SS085: Events & Facilities Management

Training Description:

The module is designed to provide a broad introduction to Facilities Management for participants who already have a limited involvement with FM processes and who are keen to develop a career in FM. The module covers the Principles and the Practice of Facilities Management.

This comprehensive course is designed to provide energy management, sustainability, and operations and maintenance training for government personnel and contractors operating government high performance buildings. Serving as an expansion of existing industry recognized training programs, the course will assist these professionals in:

- Operating buildings in accordance with industry best practices and standards
- Reducing energy consumption and costs
- Improving the working environment
- Reducing the environmental impacts of government facilities

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Explain the foundations of facility management
- ✓ Analyze strategic options and make decisions necessary to manage the facility
- ✓ Apply environmental and contractual factors in selecting appropriate facility site
- ✓ Optimize people, processes, assets and the work environment to support delivery of the organization's business objectives.
- ✓ Make decisions about automation and disaster recovery planning
- ✓ Apply the tools and techniques necessary to develop a facility's engineering plans and layouts
- ✓ Apply managerial, technical and financial considerations of facility management
- ✓ Discover the importance of proper maintenance management and project management of a facility

Training Designed for:

Personnel who are interested in learning facility management and the considerations that affect facility management.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ PRE-TEST
- ❖ Overview of Facility Management
 - Defining Facility Management



- Role & Responsibilities of the Facility Manager
- Facility Management Main Activities
- Challenges and Risks

DAY TWO:

❖ Strategic Facility Planning

- Developing Facility Management Strategy
- Retaining Services In-House versus Outsourcing
- Facility Management Strategic Options
- Outsourcing Facility Functions
- Service Level Agreements

❖ Real Estate Planning and Considerations

- Site Criteria Considerations
- Space Calculations
- Environmental Issues
- Lease Agreements

DAY THREE:

❖ Engineering Planning

- Design Requirements and Layouts
- Open-Plan versus Closed-Plan Approaches
- Space and Furniture Consideration
- Criteria Matrix
- Adjacencies Matrices
- Relationship Diagram
- Bubble Diagram
- Block Planning

❖ Facility Management Information System

- Building Automation Systems
- Types of Controllers
- Considerations for FMIS
- Disaster Prevention and Recovery

DAY FOUR:

❖ Maintenance and Operations Management

- Emergency Maintenance
- Corrective Maintenance
- Preventive Maintenance
- Predictive Maintenance
- Facility Security

❖ Managing Large Maintenance Jobs

- Defining Large Facility Jobs
- Work Break-Down Structure
- Developing a Schedule

- Gantt Chart
- Resource Planning

DAY FIVE:

- ❖ **Facility Financial Management**
 - Evaluating Alternative Plans
 - Ranking the Alternatives
 - Weighted Factor Comparison
 - Facility Budgeting
 - Common Ratio and Trend Analyses
 - Capital Budgeting Evaluations
- ❖ **Course Conclusion**
- ❖ **POST TEST and Evaluation**

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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