



# دوره تدريبيه في إدارة المرافق مع التدريب الشامل للإعداد للامتحان



## دوره تدريبيه في إدارة المرافق مع التدريب الشامل للإعداد للاهتدان

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### Course Overview

The course is designed to provide professionals with the skills and knowledge required to excel in facility management and achieve certification. Covering critical areas such as Facility Management Exam Prep, Facility Operations and Maintenance, Leadership in Facility Management, and Strategic Facility Planning, this course equips participants with actionable strategies to address real-world challenges.

Participants will explore advanced concepts in Facility Leadership and Strategy, Project Management for Facilities, and Facility Budgeting and Finance through interactive training methods. This course also focuses on Sustainable Facility Management, Contract Management for Facility Managers, and Operational Excellence in Facility Management.

Tailored for beginners and experienced professionals, the program emphasizes Facility Manager Career Development and prepares participants for certification exams like IFMA. By integrating best practices, case studies, and practical exercises, this course ensures participants are well-prepared to manage complex facilities effectively, implement industry standards, and drive organizational success.

### Target Audience

- Facility Managers
- Senior managers
- Professionals in related fields e.g., architecture, engineering

### Targeted Organizational Departments

- Facilities Management
- Operations and Maintenance Teams
- Finance and Budgeting Departments
- Leadership and Strategy Departments
- Sustainability and Energy Teams

### Targeted Industries

- Real Estate and Property Management
- Healthcare Facilities
- Corporate Offices and Business Parks
- Educational Institutions
- Government Facilities
- Hospitality and Event Management

## Course Offerings

By the end of this course, participants will:

- Master Facility Management Certification Preparation
- Apply best practices in Facility Operations and Maintenance
- Lead sustainable and strategic initiatives in facility management
- Manage projects effectively using Project Management for Facilities techniques
- Analyze financial statements and budgets for Facility Budgeting and Finance
- Develop and execute a Facility Master Plan

## Training Methodology

This course uses various training methods to create an engaging learning experience. Participants will work on case studies, real-world problem-solving, and group activities to develop leadership and communication skills. Hands-on exercises will reinforce key concepts in Facility Maintenance Planning, Performance Metrics, and Energy Management. feedback sessions will offer personalized guidance.

## Course Toolbox

- Comprehensive ebooks and reading materials
- Online resources and templates for Facility Project Management Training
- Case studies and problem-solving scenarios

## Course Agenda

### Day 1: Fundamentals of Facility Management

- Introduction to Facility Management Certification Topic 1:
- Operations and Maintenance Overview Topic 2:
- Strategic Facility Planning Essentials Topic 3:
- Understanding Building Systems and Maintenance Topic 4:
- Life Cycle Cost Analysis in Facility Management Topic 5:
- Developing a Facility Management Plan Topic 6:
- Review of Day 1 learnings and key takeaways Reflection & Review:

## Day 2: Operations and Maintenance Management

- Assessing Facility Needs: Structures and Systems Topic 1: •
- Acquiring and Managing Resources for Maintenance Topic 2: •
- Occupant Services: Guidelines and Execution Topic 3: •
- Monitoring Performance Metrics for Facility Operations Topic 4: •
- Risk Management in Facilities Topic 5: •
- Energy Management Strategies for Facilities Topic 6: •
- Consolidating knowledge from Day 2 Reflection & Review: •

## Day 3: Finance and Project Management

- Fundamental Accounting Concepts for Facility Managers Topic 1: •
- Budgeting and Cost Containment Strategies Topic 2: •
- Procurement and Contract Administration Topic 3: •
- Project Management Processes and Models Topic 4: •
- Developing and Implementing Project Charters Topic 5: •
- Evaluating Project Outcomes in Facilities Topic 6: •
- Key insights and feedback on financial and project strategies Reflection & Review: •

## Day 4: Leadership and Compliance

- Leadership Theories and Facility Organization Management Topic 1: •
- Developing Effective Facility Management Teams Topic 2: •
- Communication Skills for Facility Leaders Topic 3: •
- Aligning Strategies with Organizational Goals Topic 4: •
- Facility Compliance and Regulatory Requirements Topic 5: •
- Promoting Corporate Social Responsibility in Facilities Topic 6: •
- Assessing leadership growth and compliance practices Reflection & Review: •

## Day 5: Exam Preparation and Advanced Insights

- Comprehensive Review of Facility Management Modules Topic 1: •
- Practice Exams and Certification Prep Topic 2: •
- Advanced Strategies for Managing Complex Facilities Topic 3: •
- Case Studies: Real-World Applications Topic 4: •
- Individual Feedback and Improvement Plans Topic 5: •
- Developing a Long-Term Facility Management Career Path Topic 6: •
- Final review and course wrap-up Reflection & Review: •

## How This Course is Different from Other Courses

The course stands out by combining theoretical knowledge with practical, hands-on learning. Unlike other programs, this course emphasizes real-world applications, such as advanced Performance Metrics, Risk Management, and Sustainable Facility Management. It uniquely prepares participants for certification while addressing current trends in energy efficiency, compliance, and leadership strategies. With personalized feedback, case studies, and a holistic approach, this program ensures participants gain the skills and confidence to excel in facility management.



## فئات الدورات التدريبية



HR TRAINING & DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات



دورات التدريب القانوني والمشتريات والتعاقدات



دورات الاتصال الجماهيري و السياسات والعلاقات العامة



دورات النظم السيبراني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



## فئات الدورات التدريبية



دورات معتمدة بشهادة CPD



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
الهائية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية



دورات معتمدة من قبل هيئات دولية

## مدن التدريب



اسطنبول - تركيا



أمستردام - هولندا



أكرا - غانا



أثينا - اليونان



الرياض - المملكة العربية السعودية



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



باريس - فرنسا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



براغ - جمهورية التشيك



بانكوك - تايلند



بالي - جمهورية إندونيسيا



باكو - أذربيجان

## مدن التدريب



جاكرتا - جمهورية اندونيسيا



تبليسي - جورجيا



بوكيت - تايلاند



برشلونة - إسبانيا



روما - إيطاليا



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



جنيف - سويسرا



شرم الشيخ - مصر



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة الأمريكية



زنجبار - تنزانيا



طوكيو - اليابان



طشقند - أوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة الأمريكية

## مدن التدريب



كوالالمبور - ماليزيا



فيينا - النمسا



عن بعد - منصة زووم



عمان - المهلكة الدرعية الهاشمية



ماربيا - اسبانيا



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



ميلان - إيطاليا



مونترنو - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

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