



## دورة تدريبية متكاملة في إتقان فن إدارة المرافق (10 أيام)



**AGILE LEADERS**  
Training Center

12 - 23 Oct 2026  
عن بعد

## دورة تدريبية متكاملة في إتقان فن إدارة المرافق (10 أيام)

المرجع: 103600363\_65518 التاريخ: 12 - 23 Oct 2026 الموقع: عن بعد الرسوم: Euro 4500

### Course Overview:

The course is a comprehensive program designed to equip professionals with the strategic, operational, and technical expertise necessary for modern facilities management. Leveraging industry best practices from the Facilities Management Handbook and integrating critical compliance measures, this course explores the core functions of facilities oversight, including health and safety law, building maintenance management, strategic operations, and sustainability practices. Participants will gain applied knowledge in Computer-Aided Facilities Management CAFM, workplace security and access control, HVAC and energy efficiency, vendor management, and outsourcing services. Special focus will be placed on workplace health and safety compliance, fire risk planning, and business continuity to ensure resilience and operational efficiency.

### Target Audience:

- Facilities Managers and Coordinators
- Estate Managers and Property Managers
- Operations and Compliance Officers
- Maintenance Supervisors and Engineers
- Building and Services Engineers
- Office and Space Planners
- Real Estate and Leasing Professionals

### Targeted Organizational Departments:

- Facilities Management and Operations
- Health and Safety Compliance
- Corporate Real Estate
- Building Services Engineering
- Procurement and Vendor Management
- Environmental Sustainability Departments

### Targeted Industries:

- Real Estate and Property Development
- Government and Municipal Agencies
- Healthcare and Hospitals
- Education Institutions
- Hospitality and Hotels
- Retail Chains and Shopping Malls
- Manufacturing and Industrial Plants

## Course Offerings:

By the end of this course, participants will be able to:

- Implement strategic facilities operations across property portfolios
- Conduct comprehensive building maintenance management plans
- Ensure workplace health and safety compliance with legal standards
  - Apply risk management frameworks in facilities operations
  - Design fire safety and emergency planning protocols
- Interpret lease law and property rights for facilities managers
  - Manage outsourced facility services effectively
- Deploy sustainable facilities management solutions
- Develop efficient space planning and office design schemes
- Integrate smart building technologies for operational efficiency
- Create business continuity plans tailored for facilities operations
  - Control HVAC systems and improve indoor air quality
  - Enhance energy efficiency in building management
- Apply preventive maintenance strategies using CAFM methods
- Manage facilities budgets and financial operations effectively

## Training Methodology:

This 10-day course adopts an interactive and applied learning methodology. Participants will engage in expert-led lectures, hands-on workshops, real-life case studies, simulation-based exercises, and group discussions. Each session is designed to promote critical thinking, practical problem-solving, and strategic decision-making. Course content incorporates workplace health and safety compliance, energy efficiency in building management, contract and vendor management, and outsourcing facilities services. Participants will also benefit from peer learning and feedback sessions to foster a collaborative and results-oriented learning environment.

## Course Toolbox:

- FM Compliance Checklists
- Risk Assessment Templates
- Preventive Maintenance Planning Sheets
- Fire Safety Inspection Forms
- Smart Building System Planning Models
- Energy Benchmarking Dashboards
- Space Utilization and Office Layout Blueprints
- Facilities Management Budget Templates

## Course Agenda:

## Day 1: Foundations of Strategic Facilities Management

- Overview of Strategic Facilities Operations Topic 1: •
- The Role of Facilities Managers in Organizational Success Topic 2: •
- Facilities Management Governance and Compliance Topic 3: •
- Outsourcing Facilities Services and SLA Management Topic 4: •
- FM KPIs and Performance Benchmarking Topic 5: •
- Leadership and Stakeholder Engagement in FM Topic 6: •
- Strategic Impact of FM in Modern Enterprises Reflection & Review: •

## Day 2: Workplace Health and Safety Compliance

- Regulatory Frameworks: Health and Safety Law Topic 1: •
- Risk Assessments and Hazard Control Techniques Topic 2: •
- Occupational Health and Ergonomics Topic 3: •
- Compliance Reporting and Policy Implementation Topic 4: •
- Promoting a Culture of Safety Topic 5: •
- Legal Liabilities and Emergency Planning Topic 6: •
- Safety Systems and Risk Prevention Strategies Reflection & Review: •

## Day 3: Fire Safety, Security, and Emergency Management

- Fire Risk Assessment and Emergency Procedures Topic 1: •
- Workplace Security and Access Control Systems Topic 2: •
- Surveillance Technologies: CCTV and Monitoring Topic 3: •
- Disaster Preparedness and Business Continuity Topic 4: •
- Staff Training for Fire and Safety Compliance Topic 5: •
- Legal Frameworks for Safety and Security Topic 6: •
- Emergency Readiness and Risk Mitigation Reflection & Review: •

## Day 4: Maintenance and Building Services Management

- Preventive and Reactive Maintenance Strategies Topic 1: •
- Contracting and Managing Maintenance Vendors Topic 2: •
- HVAC and Indoor Air Quality Management Topic 3: •
- Energy Efficiency in Building Systems Topic 4: •
- CAFM: methods for Digital Maintenance Planning Topic 5: •
- Lifecycle Costing in Maintenance Operations Topic 6: •
- Optimizing Facility Uptime and Performance Reflection & Review: •

## Day 5: Legal, Lease, and Property Law Compliance

- Understanding Property and Lease Law for FM Topic 1: •
- Managing Legal Disputes and Property Rights Topic 2: •
- Environmental and Waste Management Law Topic 3: •
- Building Regulations and Occupiers' Liability Topic 4: •
- Managing Contaminated Land and Liability Topic 5: •
- Real Estate Valuation and Compliance Strategies Topic 6: •
- Legal Risk Awareness in Facilities Operations Reflection & Review: •

## Day 6: Financial Management for Facility Managers

- Budgeting, Cost Centres, and Zero-Based Budgeting Topic 1: •
- Financial Reporting and FM Cost Controls Topic 2: •
- Capital vs. Operational Expenditures Topic 3: •
- Whole-Life Costing and ROI in FM Projects Topic 4: •
- Benchmarking and Cost-Benefit Analysis Topic 5: •
- Private Finance Initiatives and Partnership Models Topic 6: •
- Financial Strategy and FM Performance Reflection & Review: •

## Day 7: Risk Management and Business Continuity

- Risk Identification and Assessment Frameworks Topic 1: •
- Developing a Facilities Risk Management Plan Topic 2: •
- Outsourcing Risk and Compliance Controls Topic 3: •
- Business Impact Analysis and Recovery Planning Topic 4: •
- Staff Welfare and Media Management Post-Incident Topic 5: •
- Regulatory Expectations and Crisis Simulation Exercises Topic 6: •
- Resilience through Risk-Driven Planning Reflection & Review: •

## Day 8: Smart Buildings and Technology Integration

- IT Infrastructure in Facilities Operations Topic 1: •
- Intelligent Buildings and IoT Systems Topic 2: •
- Wi-Fi, VoIP, and Communication Technologies Topic 3: •
- Digital Document Management and Data Security Topic 4: •
- E-Procurement and Facilities Helpdesk Systems Topic 5: •
- Future Trends in FM Technology Topic 6: •
- Driving Efficiency through Tech Innovation Reflection & Review: •

## Day 9: Environmental Sustainability and Utility Management

- Energy Procurement and Utility Contracts Topic 1: •
- Measuring and Improving Energy Efficiency Topic 2: •
- Sustainable Water and Wastewater Management Topic 3: •
- Waste Management and Environmental Reporting Topic 4: •
- Noise, Air, and Light Pollution Controls Topic 5: •
- Climate Change Levy and Carbon Reduction Topic 6: •
- Sustainable Goals in FM Strategy Reflection & Review: •

## Day 10: Space Management and Strategic Planning

- Space Planning and Optimization Techniques Topic 1: •
- Office Design, Furniture, and Ergonomics Topic 2: •
- Managing Moves, Adds, and Changes MAC Topic 3: •
- Churn Analysis and Workplace Trends Topic 4: •
- CAFM methods for Space Utilization Analytics Topic 5: •
- Managing Third-Party Planners and Vendors Topic 6: •
- Enhancing Workplace Experience through Design Reflection & Review: •

## FAQ:

What specific qualifications or prerequisites are needed for participants before enrolling in the course?

This course is designed for professionals with foundational experience in operations or facilities-related roles. A background in engineering, property management, or occupational health is helpful but not mandatory.

How long is each day's session, and is there a total number of hours required for the entire course?

Each day runs approximately 4-5 hours, including interactive sessions, breaks, and group activities. The full course duration is around 40-50 hours across 10 days.

How is this course different from basic facilities management programs?

Unlike introductory programs, this course delivers advanced-level insights integrating strategic planning, financial controls, and smart technologies. The curriculum blends traditional FM competencies with cutting-edge topics such as CAFM, business continuity planning, and sustainability leadership, as extracted from the Facilities Management Handbook.

## How This Course is Different from Other Facilities Management Courses:

The course stands out by combining a strategic mindset with deep operational execution skills across every dimension of modern FM practice. Unlike generic courses, it is grounded in the authoritative content of the Facilities Management Handbook, offering an unrivaled depth in compliance, sustainability, digital innovation, and risk governance. Practical methods, such as HVAC efficiency audits, CAFM demonstrations, and energy benchmarking dashboards, empower learners to immediately implement best practices. Emphasis on regulatory compliance, smart buildings, and environmental impact makes this course not only relevant but essential for forward-thinking facilities professionals aiming to transform their organizations with high-impact, resilient, and sustainable practices.



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## 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 الذهن السيبراني ودورات تقنية  
المعلومات



دورات الصيانة ودورات المجالات الهندسية  
المختلفة



دورات الصحة والسلامة والذهن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



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## فئات الدورات التدريبية



دورات معتمدة من قبل هيئات دولية



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
المالية

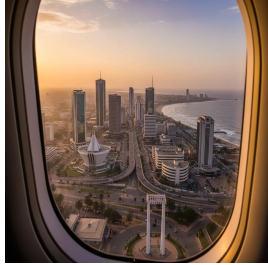


دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقة

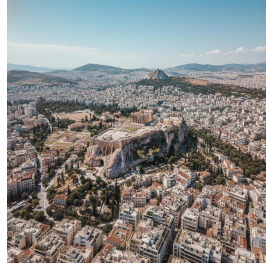
## مدن التدريب



أوسلندا - هولندا



أكرا - غانا



أثينا - اليونان



أبوظبي - الإمارات العربية المتحدة



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



إسطنبول - تركيا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



الرياض - المملكة العربية السعودية



بانكوك - تايلند



بالي - جمهورية إندونيسيا



باكو - أذربيجان



باريس - فرنسا

## مدن التدريب



بورنو - البرتغال



برلين - ألمانيا



برشلونة - إسبانيا



براغ - جمهورية التشيك



جاكرتا - جمهورية إندونيسيا



تورنتو - كندا



تيليسي - جورجيا



بوكيت - تايلاند



روما - إيطاليا



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



جنيف - سويسرا



سيول - كوريا الجنوبية



سنغافورة - سنغافورة



سان دييغو - الولايات المتحدة الأمريكية



زنجان - تنزانيا

## مدن التدريب



طشقند - أوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة الأمريكية



شرم الشيخ - مصر



فرانكفورت - ألمانيا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



طوكيو - اليابان



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



كوالالمبور - ماليزيا



فيينا - النمسا



مدريد - إسبانيا



ماربيا - إسبانيا



لندن - المملكة المتحدة



لشبونة - البرتغال

## مدن التدريب



ميونخ - ألمانيا



ميلان - إيطاليا



مونتره - سويسرا



مسقط - سلطنة عمان



نيويورك - الولايات المتحدة  
الأمريكية



نيس - فرنسا



نairobi - كينيا