



# الدورة التدريبية الشاملة في إدارة المرافق و المنشآت



## الدورة التدريبية الشاملة في إدارة المرافق و المنشآت

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### Course Overview:

The course is designed to provide complete knowledge and practical skills essential for effective facilities management. This course covers a wide array of critical topics, including Health and Safety Compliance, Risk Assessment in Facilities Management, Building Maintenance Best Practices, and Occupational Health and Safety.

Participants will gain an in-depth understanding of the Corporate Manslaughter Act 2007, Construction Management Safety, Fire Safety Regulations, and Workplace Well-being Improvement. Environmental Protection in Facilities Management and Flexible Working Policies are also key components of the curriculum. The course further explores Property Law Compliance, Financial Management in Facilities, Risk Management Strategies, and Business Continuity Planning. By the end of this training, attendees will be well-versed in Outsourcing Facilities Management, Transport Policies for Facilities, Information Technology in Facilities Management, Energy Efficiency in Facilities, and Waste Management Solutions. The course ensures that participants are equipped to handle Space Design and Management, Safety and Security Measures, CCTV Security Systems, Plant and Property Maintenance, and Preventive Maintenance Programs.

### Target Audience:

- Facility Managers
- Operations Managers
- Health and Safety Officers
- Property Managers
- Maintenance Supervisors
- Building and Construction Managers
- Environmental Health Officers

### Targeted Organizational Departments:

- Operations
- Health and Safety
- Property Management
- Maintenance
- Environmental Services
- IT and Security

## Targeted Industries:

- Real Estate
- Construction
- Manufacturing
- Healthcare
- Education
- Government

## Course Offerings:

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

- Develop and implement complete facilities management strategies.
- Ensure compliance with Health and Safety regulations.
- Conduct effective risk assessments and implement mitigation techniques.
- Manage building maintenance programs efficiently.
- Understand and apply the Corporate Manslaughter Act 2007.
- Enhance workplace well-being and safety.
- Integrate environmental protection practices into facilities management.
- Apply flexible working policies and manage property law compliance.
- Optimize financial management within facilities operations.
- Develop robust business continuity plans and manage outsourcing effectively.

## Training Methodology:

This course utilizes a blend of interactive training methods, including case studies, group discussions, practical exercises, and feedback sessions. Participants will engage in real-world scenarios to apply their learning and develop problem-solving skills. The course incorporates hands-on activities to reinforce key concepts and techniques, ensuring a practical understanding of facilities management best practices.

## Course Toolbox:

- complete workbooks
- Reading materials and reference guides
- Interactive case studies and real-world scenarios

## Course Agenda:

## Day 1: Introduction to Facilities Management and Compliance

- Complying with Safety, Health, Fire, and Environment Law Enforcement Topic 1: •
- The Health and Safety Commission and the Health and Safety Executive Topic 2: •
- Regulations: The Health and Safety at Work Act 1974 Topic 3: •
- The Corporate Manslaughter and Corporate Homicide Act 2007 Topic 4: •
- Leading Health and Safety at Work: Successful Health and Safety Policy Topic 5: •
- Primary Regulations Relating to Health and Safety Topic 6: •
- Reflection & Review on Day 1 topics Reflection & Review: •

## Day 2: Risk Assessment and Occupational Health

- Risk Assessment: Spotting Hazards and Controlling Risks Topic 1: •
- Recording the Findings, Reviewing, and Revising Topic 2: •
- Suitable and Sufficient: Criminal Sanctions and Civil Compensation Topic 3: •
- Promoting Occupational Health: Avoiding Back Pain and Preventing Work-Related Upper Limb Topic 4: •
- Disorders
- Reducing Noise and Asbestos-Related Diseases Topic 5: •
- Legionellosis: Prevention and Control Topic 6: •
- Reflection & Review on Day 2 topics Reflection & Review: •

## Day 3: Workplace Safety and Flexible Working Policies

- Accidents and Incidents: Improving Well-being Topic 1: •
- Preventing Slips and Trips: Towards a Safe Workplace Topic 2: •
- Equipment and Vehicle Safety Other than Motor Vehicles on Public Roads Topic 3: •
- Flexible Working, Homeworking, and Hotdesking Policies Topic 4: •
- Construction Work and Building Management Safety Issues Topic 5: •
- Construction Design and Management Regulations 2007 Topic 6: •
- Reflection & Review on Day 3 topics Reflection & Review: •

## Day 4: Fire Safety and Environmental Protection

- Fire Safety: Risk Assessment and Means of Escape Topic 1: •
- Fire Notices, Equipment, and Staff Responsibilities Topic 2: •
- Competency in Fire Safety and Disability Discrimination Topic 3: •
- Environmental Protection and Liability: Waste Management Topic 4: •
- Corporate Social Responsibility in Facilities Management Topic 5: •
- Supply Chain Management: Ensuring Compliance Topic 6: •
- Reflection & Review on Day 4 topics Reflection & Review: •

## Day 5: Advanced Facilities Management Practices

- Financial Management in Facilities: Budgetary Control and Cost Centers Topic 1: •
- Zero-Based Budgeting and Benchmarking Facilities Costs Topic 2: •
- Risk Management Strategies: Risk Analysis, Assessment, and Mitigation Topic 3: •
- Business Continuity Planning: Developing and Implementing Strategies Topic 4: •
- Outsourcing Facilities Management: Choosing Contractors and Service Level Agreements Topic 5: •
- Information Technology in Facilities Management: IT Infrastructure and Digital Risk Topic 6: •
- Reflection & Review on Day 5 topics Reflection & Review: •

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

This training course stands out by offering a holistic and integrative approach to facilities management. Unlike other courses, it covers an extensive range of topics, from Health and Safety Compliance to advanced IT Infrastructure in Facilities. This course emphasizes practical application, with real-world case studies and interactive sessions that ensure participants can implement what they learn. The focus on current industry trends, such as Environmental Protection and Sustainable Facilities Management, prepares attendees to meet modern challenges head-on.



## 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 السبراني ودورات تقنية  
المعلومات



دورات الصيانة ودورات المجالات الهندسية  
المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



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Training Center

## 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  
الرشيقية

## مدن التدريب



أمستردام - هولندا



أكرا - غانا



أثينا - اليونان



أبوظبي - الإمارات العربية المتحدة



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



استنبول - تركيا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



الرياض - المملكة العربية السعودية



بانكوك - تايلند



بالي - جمهورية إندونيسيا



بأكو - أذربيجان



باريس - فرنسا

## مدن التدريب



بوكيت - تايلاند



بورتو - البرتغال



برشلونة - إسبانيا



براغ - جمهورية التشيك



جوهانسبرغ - جنوب إفريقيا



جنيف - سويسرا



جاكرتا - جمهورية إندونيسيا



تبليسي - جورجيا



سان دييغو - الولايات المتحدة الأمريكية



زنجبار - تنزانيا



روما - إيطاليا



دبي - الإمارات العربية المتحدة



شيكاغو - الولايات المتحدة الأمريكية



شرم الشيخ - مصر



سيول - كوريا الجنوبية



سنغافورة - سنغافورة

## مدن التدريب



عمان - المهلكة التردنية الهاشمية



طوكيو - اليابان



طشقند - أوزبكستان



طرابزون - تركيا



كيب تاون - جنوب إفريقيا



كوالالمبور - ماليزيا



فيينا - النمسا



عن بعد - منصة زووم



مدريد - إسبانيا



ماربيا - إسبانيا



لندن - المملكة المتحدة



لانكاوي - ماليزيا



ميونخ - ألمانيا



ميلان - إيطاليا



مونترو - سويسرا



مسقط - سلطنة عمان



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## مدن التدريب



نيس - فرنسا



نيروبي - كينيا

# 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.



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