



Mastering The Art of Facilities Management Training Course (10 Days)



AGILE LEADERS
Training Center

Mastering The Art of Facilities Management Training Course (10 Days)

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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أمستردام - هولندا



أنقرة - تركيا



أثينا - اليونان



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الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



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الكويت - الكويت



القاهرة - مصر



براغ - جمهورية التشيك



بانكوك - تايلاند



بالي - جمهورية إندونيسيا



باكو - أذربيجان

مدن التدريب



جاكرتا - جمهورية اندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



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جنيف - سويسرا



شرم الشيخ - مصر



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة
الامريكية



زنبار - تنزانيا



طوكيو - اليابان



طشقند - اوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة
الامريكية

مدن التدريب



كوالالمبور - ماليزيا



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



ماربيا - اسبانيا



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



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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.



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