



*Training Course:  
Facility Management Specialists*

*28 October - 1 November 2024  
Accra (Ghana)*

## Training Course: Facility Management Specialists

Training Course code: MA235075 From: 28 October - 1 November 2024 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

### Introduction

This training course is designed to provide participants with the knowledge, skills, and tools they need to excel in the field of facility management. The course will cover the fundamentals of facility management, as well as modern practices and technologies that are essential for success in today's fast-paced and ever-changing workplace.

### Competencies

- Comprehensive understanding of facility management principles, practices, and tools
- Ability to manage and oversee facility operations, maintenance, and repairs
- Strong communication and interpersonal skills to interact with colleagues, contractors, and vendors
- Knowledge of regulations, codes, and compliance standards related to facility management
- Proficiency in financial management, including budgeting, forecasting, and cost analysis
- Ability to manage and motivate staff, and to provide leadership and guidance to team members
- Familiarity with modern facility management technologies and software tools

### Methodologies

The training course will use a variety of methodologies to ensure that participants receive a comprehensive and engaging learning experience. These may include:

- Interactive lectures and presentations
- Group discussions and case studies
- Hands-on exercises and simulations
- Site visits and facility tours
- Online learning modules and resources

### Target Audience

This training course is ideal for individuals who are new to facility management or who wish to refresh and update their skills and knowledge in this field. It is also suitable for managers, supervisors, and executives who oversee facility management operations or who work closely with facility managers. This course is appropriate for individuals working in a wide range of industries, including commercial real estate, healthcare, education, government, and more.

## Program Outline

### Day 1: Introduction to Facility Management

- Overview of facility management and its importance
- Types of facilities and their unique management challenges
- Regulations and compliance standards
- Facility management software and tools

### Day 2: Facility Operations and Maintenance

- Building systems and equipment maintenance
- Preventive maintenance strategies
- Managing contractors and vendors
- Energy conservation and sustainability

### Day 3: Safety and Security

- Fire and life safety codes and compliance
- Emergency preparedness and response planning
- Security systems and access control
- Workplace safety and ergonomics

### Day 4: Financial Management for Facilities

- Budget development and monitoring
- Capital planning and management
- Cost-benefit analysis and return on investment
- Procurement and contracting strategies

### Day 5: Leadership and Communication Skills for Facility Managers

- Effective communication and interpersonal skills
- Leadership and management styles
- Conflict resolution and problem-solving
- Professional development and career planning

## Registration form on the Training Course: Facility Management Specialists

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.