



*Training Course:  
Facility Management Program*

*7 - 11 April 2025  
Baku (Azerbaijan)*

## Training Course: Facility Management Program

Training Course code: MA235203 From: 7 - 11 April 2025 Venue: Baku (Azerbaijan) - Training Course Fees: 5500 € Euro

### Introduction:

The Facility Management Training Course enables participants to execute and manage all the essential tasks required for facility management. This course focuses on important concepts such as strategic planning, engineering design, maintenance and operation management processes. Participants in this interactive course will learn all the necessary processes and activities for effective facility management, including operational, environmental, contractual, and technical aspects, to equip them with the skills and knowledge needed to make the best decisions for their facilities.

This course relies on individual and group exercises to aid in learning key facility management planning activities. It also incorporates case studies, presentations, and role-playing followed by general discussions.

### Course Objectives

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

- Explain the fundamentals of facility management.
- Identify key principles and concepts related to facility management.
- Analyze strategic options and make necessary decisions for facility management.
- Acquire knowledge and skills to determine the tools and techniques needed for engineering design and decision-making in automated planning and disaster recovery.
- Recognize the importance of proper maintenance management and facility project management.
- Apply project management techniques to manage large-scale facility tasks.
- Utilize capital budgeting concepts and techniques to ensure the implementation of the best facility decisions.

### Target Audience

This training course is suitable for:

- Facility managers and administrators.
- Executives and managers in facilities and establishments.
- Department heads in facilities and establishments.

- Legal department heads and staff in facilities and establishments.
- Maintenance personnel in facilities and establishments.
- Individuals interested in developing their skills and knowledge in facility management and the factors that impact it.

## Outlines:

### Day 1:

- Overview of Facility Management.
- Definition of Facility Management.
- Roles and responsibilities of a facility manager.
- Core activities of facility management.
- Challenges and risks.

### Day 2:

- Strategic Planning for Facilities.
- Maintaining local services vs. outsourcing.
- Strategic options for facility management.
- Outsourcing facility functions.
- Supplier selection.
- Service-level agreements.
- Facility locations.
- Location criteria.

### Day 3:

- Planning and Engineering Design.
- Design and planning requirements.
- Future planning methodologies.
- Closed plan methodology.

- Open plan methodology.
- Space and furniture considerations.
- Matrix standards.
- Adjacencies.
- Graphical representation relationships.
- Bubble diagram.
- Site planning.
- Facility Management Information System FMIS.

#### Day 4:

- Maintenance and Operation Management.
- Emergency maintenance.
- Corrective maintenance.
- Preventive maintenance.
- Predictive maintenance.
- Facility security.
- Managing large-scale facility functions.
- Identifying large-scale facility functions.
- Work Breakdown Structure WBS.
- Developing a timeline.
- Gantt chart.
- Resource planning.

#### Day 5:

- Financial Management of Facilities.
- Evaluating alternative plans.
- Ranking alternatives.

- Comparison using the weighted factor method.
- Facility budgeting.
- Common ratios and trend analysis.
- Capital budgeting evaluations.

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

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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  
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place.

Fax your completed  
registration  
form to: +20233379764

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

Complete & return the  
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to: Global Horizon  
3 Oudai street, Aldouki,  
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