



*Training Course:  
Facility Management and Planning*

*7 - 11 December 2025*

*Cairo (Egypt)*

*Holiday Inn & Suites Cairo Maadi, an IHG Hotel*

## Training Course: Facility Management and Planning

Training Course code: MA236010 From: 7 - 11 December 2025 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 3550 € Euro

### Introduction

In today's competitive and rapidly evolving business landscape, the efficient operation and strategic planning of facilities are essential for achieving organizational excellence. Facility Management FM encompasses a broad range of disciplines and services that ensure the functionality, safety, sustainability, and efficiency of the built environment. It integrates people, processes, place, and technology to optimize operations and support the organization's core business.

The "Facility Management and Planning" training program developed by Global Horizon Training Center is designed to provide professionals with practical tools, strategic insights, and industry best practices to manage and plan facilities effectively. Participants will gain knowledge in areas such as space planning, maintenance management, asset lifecycle planning, sustainability, and regulatory compliance. The program addresses both operational and strategic aspects of facility management, enabling participants to align FM practices with organizational goals and long-term value creation.

### Objectives

By the end of the training program, participants will be able to:

- Understand the scope and strategic importance of facility management.
- Develop and implement comprehensive facility plans aligned with organizational objectives.
- Apply techniques for effective maintenance, space utilization, and sustainability.
- Manage facility operations, contracts, and service level agreements SLAs.
- Conduct risk assessments and ensure regulatory compliance.
- Utilize technology and data in planning and decision-making.

### Course Methodology

The course methodology includes:

- Instructor-led interactive presentations
- Group discussions and collaborative problem-solving
- Real-world case studies from public and private sector facilities
- Facility planning simulations and mapping exercises

- Tools and templates for facility audits, planning, and KPIs

## Organizational Impact

Implementing the knowledge and tools from this program will help organizations:

- Optimize operational costs through efficient facility operations
- Enhance occupant satisfaction, productivity, and safety
- Prolong asset life cycles and manage resources sustainably
- Improve planning for space, maintenance, and future needs
- Align facility services with corporate goals and performance standards

## Target Audience

This program is ideal for:

- Facility and property managers
- Operations and maintenance supervisors
- Engineers and technical staff
- Real estate and asset management professionals
- Health, safety, and environmental HSE officers
- Planners and administrators involved in infrastructure and buildings

## Outlines

### Day 1: Introduction to Facility Management

- Overview of facility management and its strategic role
- Key components: maintenance, space, sustainability, and compliance
- Facility life cycle: design, operation, and decommissioning
- The role of FM in organizational performance and risk reduction

### Day 2: Facility Planning and Space Management

- Space planning and occupancy strategies

- Facility needs assessment and forecasting
- Workspace optimization and flexible environments
- Planning for future growth, renovations, and relocation

#### Day 3: Maintenance and Operations Management

- Preventive and reactive maintenance strategies
- Managing assets, equipment, and technical services
- Maintenance scheduling, work orders, and contractor coordination
- Energy efficiency and environmental controls in facility operations

#### Day 4: Technology, Compliance, and Risk Management

- Facility management software CAFM/IWMS and digital tools
- Health, safety, environmental, and regulatory compliance
- Emergency preparedness and business continuity planning
- Risk management in facilities: fire safety, access, and security

#### Day 5: Strategic Planning and Performance Measurement

- Developing and implementing a facility master plan
- Budgeting and financial planning for facility services
- SLAs, KPIs, and performance dashboards
- Case studies: successful FM strategies across sectors
- Final workshop: action planning and improvement roadmap

## Registration form on the Training Course: Facility Management and Planning

**Training Course code:** MA236010 **From:** 7 - 11 December 2025 **Venue:** Cairo (Egypt) - Holiday Inn & Suites  
Cairo Maadi, an IHG Hotel **Training Course Fees:** 3550 € Euro

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.