



*Training Course:
Certified Facility Manager (CFM®) Exam
Preparation*

*8 - 19 September 2025
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Certified Facility Manager (CFM®) Exam Preparation

Training Course code: MA236205 From: 8 - 19 September 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 9520 € Euro

Introduction:

This training program, designed by Global Horizon Training Center, is tailored to prepare participants for the Certified Facility Manager CFM® exam, administered by the International Facility Management Association IFMA. The program provides an in-depth review of the 11 core competency areas tested in the CFM® exam, equipping participants with the necessary knowledge, strategies, and confidence to pass the certification.

Through focused content review, exam-style questions, and strategic study techniques, participants will not only deepen their understanding of facility management best practices but also develop the skills required to apply that knowledge under exam conditions.

Objectives:

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

- Understand the structure and content of the CFM® exam
- Review the 11 IFMA core competencies in detail
- Identify and address personal knowledge gaps in facility management
- Apply facility management principles to practical and theoretical scenarios
- Practice exam-style questions and improve test-taking strategies
- Build a study plan aligned with the CFM® exam requirements

Course Methodology:

- Competency-based lectures aligned with the CFM® exam content
- Interactive discussions and conceptual reviews
- Real-world scenarios and case studies
- Sample exam questions and mock tests

- Group exercises and guided study techniques
- Individual feedback and performance tracking

Organizational Impact:

- Builds in-house expertise in facility management aligned with global standards
- Strengthens organizational credibility with certified FM professionals
- Enhances risk management, sustainability, and compliance within facilities
- Supports leadership in strategic asset and workplace management
- Increases operational efficiency through certified knowledge

Target Audience:

- Facility Managers aiming to obtain the CFM® certification
- Senior professionals in FM with at least 5 years of experience
- FM team leaders, supervisors, and operations managers
- Professionals responsible for FM functions across sectors
- Anyone seeking a globally recognized FM credential

Course Outline:

Day 1: Introduction to CFM® Certification and Core Competencies Overview

- CFM® exam overview, eligibility, and application process
- Structure and format of the exam
- Study resources and success strategies
- Overview of the 11 core competencies

Day 2: Communication & Emergency Preparedness and Business Continuity

- Effective communication strategies in FM
- Crisis communication and stakeholder engagement
- Emergency response planning
- Continuity of operations and disaster recovery

Day 3: Environmental Stewardship & Sustainability / Finance & Business

- Environmental impact assessments
- Energy management and sustainability practices
- FM budgeting principles
- Financial analysis and cost control

Day 4: Human Factors & Leadership and Strategy

- Workplace design and employee well-being
- Ergonomics and occupancy planning
- Strategic alignment of FM with business goals
- Leadership principles in FM environments

Day 5: Operations & Maintenance / Project Management

- Maintenance strategies and service delivery
- Managing vendor performance and SLAs
- Project phases and lifecycle in FM
- Budgeting and risk in project execution

Day 6: Quality & Technology

- Quality assurance in FM services
- Performance metrics and KPIs
- Smart technologies and building automation

- Data management and analytics in FM

Day 7: Real Estate & Property Management

- Real estate planning and portfolio strategy
- Lease administration and property lifecycle
- Space management and workplace transitions
- Facilities acquisition and disposal

Day 8: Risk Management & Sample Exam Questions

- Identifying and assessing facility-related risks
- Mitigation planning and compliance
- Ethics and legal considerations
- Review of practice questions from all domains

Day 9: Mock Exam and Competency Review

- Full-length simulated mock exam
- Group review of answers with explanation
- Identifying weak areas for each participant
- Exam tips and test-day strategies

Day 10: Final Exam Strategy Workshop

- Personal exam readiness assessment
- One-on-one Q&A sessions with the trainer
- Review of key concepts and formulas
- Final exam strategy, stress management, and follow-up resources

Registration form on the Training Course: Certified Facility Manager (CFM®) Exam Preparation

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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:
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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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