



*Training Course:
Facility Management*

*28 December 2026 - 8 January 2027
Geneva (Switzerland)*

Training Course: Facility Management

Training Course code: MA234674 From: 28 December 2026 - 8 January 2027 Venue: Geneva (Switzerland) - Training Course Fees: 6050 € Euro

Introduction

This program, developed by [Global Horizon Training Center](#), provides participants with the essential knowledge, skills, and techniques required to effectively manage facilities. It covers key areas such as strategic and financial planning, engineering design, maintenance, and operations.

Participants will gain a practical understanding of how to manage facilities from operational, environmental, contractual, and technical perspectives, enabling them to make informed decisions and optimize overall facility performance.

Course Objectives

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

- Explain the foundations and core principles of Facility Management
- Analyze strategic options and make effective decisions in managing facilities
- Evaluate environmental and contractual factors in facility site selection
- Apply engineering planning tools for efficient facility layout and design
- Understand automation and disaster recovery considerations in facility management
- Implement effective maintenance management strategies
- Apply project management techniques to manage large-scale facility operations
- Utilize financial analysis and capital budgeting tools for facility decision-making
- Enhance operational efficiency and long-term facility performance

Target Audience

This program is designed for:

- Facility Managers and Supervisors
- Operations and Maintenance Managers
- Engineers and Technical Professionals
- Project Managers involved in facility and infrastructure projects
- Procurement and Contract Management Professionals
- Financial and Planning Professionals involved in asset management
- HSE and Security Officers
- Professionals transitioning into Facility Management roles
- Anyone responsible for managing or supporting facility operations

Outline

Day 1: Foundations of Facility Management & Strategic Planning

- Overview and Definition of Facility Management
- Roles and Responsibilities of the Facility Manager
- Core Facility Management Activities
- Key Challenges and Risks in Facility Management
- Strategic Facility Planning Concepts
- In-house vs. Outsourcing Decisions
- Facility Management Strategic Options
- Outsourcing Facility Functions and Supplier Selection
- Service Level Agreements SLAs
- Facility Location and Site Selection Criteria

Day 2: Engineering Planning and Facility Design

- Engineering Planning Principles in Facility Management
- Design Requirements and Facility Layouts
- Furniture Planning Approaches:
 - Closed Plan Approach
 - Open Plan Approach
- Space Utilization and Furniture Considerations
- Analytical Design Tools:
 - Criteria Matrix
 - Adjacency Matrix
 - Relationship Diagram
 - Bubble Diagram
 - Block Planning
- Introduction to Facility Management Information Systems FMIS

Day 3: Maintenance and Operations Management

- Maintenance Management Frameworks and Strategies
- Types of Maintenance:
 - Emergency Maintenance
 - Corrective Maintenance
 - Preventive Maintenance
 - Predictive Maintenance
- Enhancing Operational Efficiency in Facilities
- Facility Security and Risk Control Measures
- Integrating Maintenance with Operational Planning

Day 4: Managing Large Facility Projects

- Defining Large Facility Projects and Their Complexity
- Work Breakdown Structure WBS in Facility Projects
- Project Scheduling Techniques
- Developing and Using Gantt Charts
- Resource Planning and Allocation
- Monitoring and Controlling Facility Projects
- Applying Project Management Best Practices

Day 5: Facility Financial Management

- Principles of Financial Management in Facilities
- Evaluating Alternative Facility Plans
- Ranking and Selecting the Best Alternatives
- Weighted Factor Comparison Techniques
- Facility Budgeting and Cost Control
- Financial Ratios and Trend Analysis
- Capital Budgeting Techniques for Facility Investments
- Aligning Financial Decisions with Strategic Objectives

Registration form on the Training Course: Facility Management

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

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Person Responsible for Training and Development

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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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