



*Training Course:  
Facility Management Specialists*

*14 - 18 September 2026  
Kigali (Rwanda)*

## Training Course: Facility Management Specialists

Training Course code: MA235075 From: 14 - 18 September 2026 Venue: Kigali (Rwanda) - Training Course Fees: 6350 € Euro

### Introduction

This training course is designed to provide participants with the knowledge, skills, and tools required to excel in the field of **Facility Management**. Covering both the fundamental principles and modern practices, the program emphasizes the latest technologies and strategies essential for success in today's fast-paced and ever-evolving workplace. Whether you're new to facility management or looking to enhance your expertise, this course will equip you to manage and optimize facilities efficiently and effectively.

### Target Audience

This training course is ideal for:

- Facility Management Beginners: Those starting their career in facility management
- Managers, Supervisors, and Executives: Overseeing facility operations in any industry
- Professionals working closely with Facility Managers: Individuals who interact with facilities management teams
- Suitable across various sectors, including commercial real estate, healthcare, education, and government

### Outline

#### Day 1: Introduction to Facility Management

- Overview of Facility Management: Understanding the role and responsibilities of a facility manager
- Types of Facilities and Their Unique Challenges: Commercial, residential, and industrial facility management
- Regulations and Compliance Standards: Key legal and regulatory requirements for managing facilities
- Facility Management Software and Tools: Introduction to software and technologies for efficient facility operations

#### Day 2: Facility Operations and Maintenance

- Building Systems and Equipment Maintenance: Understanding HVAC, plumbing, electrical, and other key systems
- Preventive Maintenance Strategies: Planning for long-term facility upkeep and cost reduction
- Managing Contractors and Vendors: Effective procurement and vendor management strategies
- Energy Conservation and Sustainability: Implementing green practices and energy-efficient solutions

#### Day 3: Safety and Security

- Fire and Life Safety Codes and Compliance: Understanding safety regulations and compliance standards
- Emergency Preparedness and Response Planning: Developing plans for unforeseen events and disasters
- Security Systems and Access Control: Implementing security systems to protect assets and personnel
- Workplace Safety and Ergonomics: Ensuring a safe and comfortable working environment

#### Day 4: Financial Management for Facilities

- Budget Development and Monitoring: Creating and managing facility budgets effectively
- Capital Planning and Management: Planning for large investments in facilities and equipment
- Cost-Benefit Analysis and Return on Investment ROI: Evaluating facility projects for financial feasibility
- Procurement and Contracting Strategies: Best practices for managing facility-related contracts

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

- Effective Communication and Interpersonal Skills: Enhancing communication with teams, vendors, and stakeholders
- Leadership and Management Styles: Understanding leadership styles and their impact on facility operations
- Conflict Resolution and Problem-Solving: Techniques for handling conflicts and resolving facility-related issues
- Professional Development and Career Planning: How to grow your career and stay updated in the facility management field

## 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.