Global Horizon
TRAINING CENTER

# *Training Course:*
# *Facility Management Specialists*

*5 - 9 October 2026*
*Geneva (Switzerland)*

# Training Course:
# Facility Management Specialists

Training Course code: MA235075 From: 5 - 9 October 2026 Venue: Geneva (Switzerland) - Training Course Fees: 6050  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

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# 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.