



*Training Course:  
Facility Management Program*

*31 May - 4 June 2027  
Madrid (Spain)*

## Training Course: Facility Management Program

Training Course code: OM235203 From: 31 May - 4 June 2027 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

### Introduction

This program, designed by Global Horizon Training Center, provides a comprehensive understanding of facility management practices, focusing on strategic planning, operations, maintenance, and financial decision-making. It equips participants with the skills required to manage facilities efficiently across technical, operational, and administrative dimensions.

### Objectives

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

- Understand the fundamentals and core principles of facility management
- Analyze strategic options and make informed facility decisions
- Apply engineering and planning tools for facility design and operations
- Manage maintenance systems and large-scale facility operations
- Utilize project management techniques in facility environments
- Apply financial and capital budgeting concepts for facility optimization

### Target Audience

- Facility Managers and Administrators
- Executives and Managers in Facilities and Establishments
- Department Heads in Facilities Operations
- Legal and Contract Management Staff
- Maintenance and Technical Personnel
- Professionals interested in facility management development

### Outlines

#### Day 1: Overview of Facility Management

- Definition and scope of facility management
- Roles and responsibilities of a facility manager
- Core activities and functions
- Key challenges and risks in facility operations

#### Day 2: Strategic Planning for Facilities

- Strategic planning concepts for facilities
- In-house services vs. outsourcing
- Supplier selection and vendor management
- Service-Level Agreements SLAs
- Facility location planning and selection criteria

#### Day 3: Planning and Engineering Design

- Design and planning requirements
- Future planning methodologies
- Open and closed plan concepts
- Space planning and layout considerations
- Graphical tools bubble diagrams, adjacency planning
- Introduction to Facility Management Information Systems FMIS

#### Day 4: Maintenance and Operation Management

- Types of maintenance: corrective, preventive, predictive, emergency
- Facility security and risk management
- Managing large-scale facility operations
- Work Breakdown Structure WBS
- Timeline development and Gantt charts
- Resource planning and allocation

#### Day 5: Financial Management of Facilities

- Evaluating and comparing facility alternatives
- Weighted factor decision-making methods
- Budgeting for facilities
- Financial ratios and trend analysis
- Capital budgeting and investment evaluation

## Registration form on the Training Course: Facility Management Program

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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  
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