



*Training Course:
Facility Management Program*

*21 - 25 June 2027
Geneva (Switzerland)*

Training Course: Facility Management Program

Training Course code: OM235203 From: 21 - 25 June 2027 Venue: Geneva (Switzerland) - Training Course Fees: 6050 € 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

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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
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Payment Method

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