

UNDERSTANDING FACILITIES MANAGEMENT

“Master the art of efficient facility operations and management with practical tools and techniques”

Schedule

Date	Venue	Fees
21 – 23 Jul 2026	Muscat, Oman	USD 2495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training, In-House Training

Introduction

Understanding Facilities Management is a 3-day intensive course designed to provide participants with an in-depth understanding of the fundamentals of managing facilities effectively. The course covers the essential aspects of building and property management, including operations, maintenance, and sustainability. It equips facilities managers with the skills and knowledge required to improve operational efficiency and minimize costs while maintaining compliance with industry standards.

The course offers a comprehensive overview of the roles and responsibilities of facilities managers and provides practical strategies for managing resources, budgeting, and maintaining safety and security in facilities. Participants will also learn how to develop a strategic approach to facilities management that aligns with business objectives and promotes long-term sustainability.

Objectives

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

- Understand the essential roles and responsibilities of a facilities manager
- Develop a strategic approach to facilities management
- Implement efficient operations and maintenance practices
- Integrate sustainability and energy efficiency into facilities management
- Ensure compliance with health, safety, and environmental regulations
- Utilize the latest technologies and innovations in facilities management

Why Attend

- **Comprehensive Learning:** Gain in-depth knowledge of the core principles of facilities management.
- **Practical Application:** Learn practical tools and strategies for real-world applications.
- **Sustainability Focus:** Understand how to integrate sustainability into your facilities management practices.
- **Cost Efficiency:** Learn how to optimize resources and reduce operational costs.
- **Networking:** Meet industry experts and connect with peers in the facilities management field.
- **Career Growth:** Enhance your career prospects by mastering essential skills for managing modern facilities.

Target Audience

This program is designed for:

- Facility Managers
- Property Managers
- Building Managers
- Operations Managers
- Sustainability Officers
- Anyone responsible for the operational management of buildings and facilities

Individual Benefits

Key competencies that will be developed include:

- Strategic facilities management planning
- Operations and maintenance optimization
- Energy and resource management
- Legal compliance and risk management
- Health, safety, and emergency response protocols
- Sustainability and green building practices

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved operational efficiency and cost reduction strategies
- Enhanced capability to manage building systems and infrastructure
- Better understanding of legal and environmental regulations
- Implementation of sustainability initiatives in facilities management
- Improved crisis management and emergency response practices

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- **Strategy Briefings** – Deep dive into facilities management principles and practices
- **Case Studies** – Real-world examples of effective facilities management strategies
- **Workshops** – Hands-on exercises focusing on real-life applications of facilities management concepts
- **Peer Exchange** – Group discussions on challenges and solutions in managing facilities
- **Tools** – Templates and checklists for facilities management planning and compliance

Course Outline

DETAILED 3-DAY COURSE OUTLINE

Training Hours: 8:30 AM – 4:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 10:00 & 11:30 | Lunch: 12:30 – 01:30

Day 1: Introduction to Facilities Management

- Module 1: Overview of Facilities Management (08:30 – 10:00)
 - The role and importance of facilities management in modern organizations
 - Key responsibilities of a facilities manager
 - Types of facilities and their unique needs
- Module 2: Facilities Management Strategy (10:15 – 12:00)
 - Developing a strategic facilities management plan
 - Aligning facilities management with business goals
 - Planning and managing resources effectively
- Module 3: Workshop: Designing a Facilities Management Strategy (12:30 – 02:30)
 - Hands-on exercises to develop strategic plans for different types of facilities
 - Group discussions and brainstorming

Day 2: Operations & Maintenance in Facilities Management

- Module 4: Operations and Maintenance (08:30 – 10:00)
 - Day-to-day operations and tasks of a facilities manager
 - Preventive and corrective maintenance strategies
 - Managing building systems (HVAC, electrical, plumbing)
- Module 5: Sustainability in Facilities Management (10:15 – 12:00)
 - Sustainable practices in facility operations
 - Energy efficiency, waste reduction, and resource management
 - Green building certification and standards (LEED, BREEAM)
- Module 6: Case Study: Implementing Sustainable Practices (12:30 – 02:30)
 - Real-world examples of sustainability initiatives in facilities management
 - Group discussions on challenges and best practices

Day 3: Health, Safety & Security, and Future Trends

- Module 7: Health, Safety, and Environmental Regulations (08:30 – 10:00)
 - Ensuring compliance with health, safety, and environmental laws
 - Creating safe working environments and responding to emergencies
 - Managing risk and crisis situations
- Module 8: Emerging Trends in Facilities Management (10:15 – 12:00)
 - The impact of technology on facilities management (IoT, smart buildings)
 - Future challenges in facilities management
 - Innovations and trends in building design and operations
- Module 9: Workshop: Managing Health, Safety, and Security (12:30 – 02:30)
 - Practical exercises in implementing health, safety, and security measures
 - Group activity on managing facilities during emergencies

Certification

Participants will receive a Certificate of Completion in Facilities Management, validating their expertise in managing modern facilities and implementing effective strategies for operation, maintenance, and sustainability.

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In-House / Customized Training

Interested in running this course for your team?

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