MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

ESSENTIALS OF FACILITIES MANAGEMENT TRAINING

"Empowering Facilities Professionals to Manage People, Processes, and Places Effectively."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

The facilities management (FM) function continues to evolve, as do the range of responsibilities andthe methods employed to deliver services. This workshop covers the entire FM range, offeringthelatest thinking in the profession. It confronts head-on the practical problems encountered on theground and offers real solutions. Key to the success of individuals in this arena is the ability to dealwith people and manage change, hence the workshopformat of this course which enablesparticipants to confront the implications of their actions in a 'safe' environment.

Objectives

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

- Understand the key principles and scope of facilities management.
- Identify the strategic role of FM in supporting organizational objectives.
- Manage operations, maintenance, and service delivery efficiently.
- Develop and implement FM policies and performance indicators.
- Handle vendor and contract management effectively.
- Apply best practices in space management, sustainability, and cost control.
- Strengthen interpersonal and leadership skills for effective team management.

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Why Attend

Facilities management is central to the smooth functioning of any organization. This course provides participants with essential tools, frameworks, and insights to enhance their effectiveness and contribute to organizational success. Through interactive sessions and case-based exercises, attendees will learn how to integrate technical, managerial, and interpersonal skills to create productive, safe, and sustainable workplaces. Whether you are new to FM or an experienced practitioner, this course offers valuable knowledge to upgrade your professional competence.

Target Audience

This course is ideal for:

- Facilities Managers and Supervisors
- Operations and Maintenance Managers
- Property and Asset Managers
- Administrative and Support Services Staff
- Project and Contract Managers
- HR and Corporate Services Professionals
- Anyone involved in delivering or overseeing facilities-related functions

Individual Benefits

- Gain a comprehensive understanding of modern FM principles and practices.
- Learn practical approaches to solving day-to-day operational challenges.
- Enhance leadership, communication, and negotiation skills.
- Improve confidence in managing people, processes, and performance.
- Strengthen your career prospects in the growing FM industry.

Organizational Benefits

- Improved operational efficiency and service delivery.
- Enhanced workplace safety, productivity, and satisfaction.
- Reduced operational costs through effective planning and control.
- Stronger compliance with sustainability and maintenance standards.
- Better coordination between FM, HR, and core business operations.

Instructional Methodology

The training is designed around an interactive, workshop-based approach, featuring:

- Expert-led presentations and facilitated discussions
- Case studies drawn from real-world FM challenges
- Group exercises and problem-solving sessions
- Scenario-based learning and role-play activities
- Tools, templates, and checklists for immediate workplace application

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Course Outline

Module 1: Introduction to Facilities Management and Its Strategic Role

Module 2: FM Operations, Maintenance, and Service Delivery

Module 3: Health, Safety, and Environmental Management in FM

Module 4: Space, Asset, and Resource Management

Module 5: Contract and Vendor Management

Module 6: Financial Management and Cost Control in FM

Module 7: Technology, Innovation, and Sustainability in FM

Module 8: Managing People, Change, and Performance

Module 9: FM Best Practices, KPIs, and Continuous Improvement

Certification

Participants who successfully complete this program will receive a Certificate of Completion in Essentials of Facilities Management, recognizing their professional development and competence in managing facilities effectively and sustainably.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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