MERCURY

Advanced Facilities Management Training Course



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Introduction

This advanced facilities management training course equips participants with the knowledge, skills, and techniques necessary to effectively manage all key tasks in facility management. The course focuses on important concepts such as strategic planning, financial planning, engineering design, automation, and maintenance. Participants will learn how to manage facilities by exploring operational, environmental, contractual, and technical activities, allowing them to make informed decisions that best suit their facility needs.

Targeted Groups

- Facilities and property managers
- Administrative and executive positions in facilities
- Department heads in facilities
- Legal department heads and staff in facilities
- Maintenance personnel in facilities
- Anyone looking to enhance workplace systems and procedures
- Individuals seeking to improve their skills and expertise in this field

Course Objectives

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

- Explain the fundamentals of facilities management
- Analyze strategic options and make effective decisions
- Identify tools and techniques for engineering design and disaster recovery
- Understand the importance of proper maintenance management
- Apply project management techniques to large-scale facility tasks
- Utilize capital budgeting concepts to ensure optimal decisions regarding facilities

Targeted Competencies

- Facility planning
- Strategic planning
- Engineering design
- Decision-making
- Maintenance management
- Project management
- Capital budgeting

Course Content

Unit 1: Overview of Facilities Management

- Definition of facilities management
- Roles and responsibilities of a facilities manager

- Key activities in facilities management
- Challenges and risks

Unit 2: Strategic Facilities Planning

- Insourcing vs. outsourcing services
- Strategic options for facilities management
- Outsourcing specific facility functions
- Supplier selection
- Service-level agreements
- Facility locations and site standards

Unit 3: Engineering Design and Planning

- Design and planning requirements
- Future planning methodologies
- Closed and open plan methods
- Space and furniture considerations
- Adjacency matrices and bubble diagrams
- Site planning
- Facilities Management Information Systems FMIS

Unit 4: Maintenance and Operations Management

- Emergency, corrective, preventive, and predictive maintenance
- Facility security
- Managing large facility functions
- Work breakdown structure WBS
- Resource planning and Gantt charts

Unit 5: Financial Management for Facilities

- Evaluating alternative plans
- Ranking options using weighted factor methods
- Budgeting for facilities
- Common ratios and trend analysis
- Capital budget evaluations