



An Intensive 5-Day Online Training Course

Facilities Operation Management

PROGRAMME SUMMARY

This course will feature:

- Proper knowledge of the basic principles of facilities management
- How to apply best practices according to several norms
- Understanding how to operate and maintain facilities as a “business within a business”
- Sharing of facilities management experience
- Insights regarding current state of facilities management processes and possibilities to improve them

Date	Venue	Fee(\$)
21 - 25 Aug 2022	Live / Online	US\$ 2,400
20 - 24 Nov 2022	Live / Online	US\$ 2,400

INTRODUCTION

This course features how to establish, implement, manage and continually improve your facility department to get the best out of your facilities within the given boundaries of costs, performance and other important factors during its total lifetime.

This interesting course is designed to develop delegate’s skills in managing facility staff and corporate assets while minimizing risk exposure in the workplace. As the Facilities Management (FM) function continues to evolve, this course offers the latest thinking in the profession, right balance between asset performance (functionality, availability, reliability, safety), and will tackle specific issues encountered on the ground and apply best practices in discussing real solutions. And this especially focusing the specific assets, provisions and organization.

Classroom learning service available 



TRAINING METHODOLOGY

This course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes use of PP presentation slide, exercises and group discussion.

The course is highly interactive and will prompt delegates to reflect on current practices and on their team goals. The tutor will guide and facilitate learning using a wide variety of methods including direct input, discussions, case studies and pair and group work.

In-house Training

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.



Training Seminars & Conferences
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WHO SHOULD ATTEND

- Professionals who are responsible for the management, operation and maintenance of facilities (buildings, production facilities, utilities, power and water distributions networks landscaping, etc.)
- Professionals aiming to update themselves on the basic elements, best practices and implementation aspects of facilities management

PROGRAMME OBJECTIVES

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

- Understand the basics of facilities management
- Understand how to draw up a preventive maintenance concept, based on risk



COURSE OUTLINE



Day 1

An Overview of Facilities Management and Introduction Planning Elements

- The Facilities Management process in general
- Facilities Management as a business within a business
- Facilities phases, planning and realization
- Relation between Facilities Management and Asset Management
- Introduction and overview Asset Management
- Introduction planning types

Day 2

The Basic Elements of Facilities Management

- Types of planning
- Strategic & annual planning principles, Life Cycle Costing principles
- Budgeting principles, present situation Residential Compound
- Disaster recovery plans
- Maintenance concepts
- Work planning & control, KPI's regarding the workflow, reflection on present situation
- Information management

Day 3

Preventive Maintenance & Maintenance Strategy

- Understanding risk
- Risk Based Maintenance - the methodology
- Seven steps in developing an effective and risk-based maintenance strategy
- Defining maintenance tasks
- Case study, if possible focusing on a real time life example within a Residential Compound
- Typical inspection & maintenance tasks for utilities

Day 4

Outsourcing and Contracting

- What to outsource and what not
- Choosing the right contractor
- How to manage this
- Contract types
- The contracting cycle
- Service level agreements

Day 5

Performance Monitoring & Benchmarking

- Continuous improvement
- Target setting as a starting point
- Monitoring performance: develop and use Key Performance Indicators
- The Facilities Management Balanced Scorecard
- Assessments, audits and benchmarking; practical exercise on auditing
- Wrap-up

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All Fees are subject to 5% Value Added Tax (VAT).*

Your Details

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Mode Of Payment

Please find enclosed a cheque made payable to EuroMaTech

Please invoice me

Please invoice my company as follows:

Contact Name:

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Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment.

For Further Information, email us at info@euromatech.ae.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

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