

Facility Management - Full Programme

Supply Chain & Logistics
Cape Town (South Africa)
03 - 07 Feb 2025

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Facility Management - Full Programme

Ref: 3173_126212 **Date:** 03 - 07 Feb 2025 **Location:** Cape Town (South Africa) **Fees:** 3300 Euro

Introduction

This course aims to provide participants with the knowledge, skills, and techniques needed to perform all the essential tasks required to manage a facility. The course includes important concepts such as strategic and financial planning, engineering design, automation, and maintenance. Participants in this interactive course will learn all the processes and activities required to manage a facility effectively from different perspectives: operational, environmental, contractual, and technical, and to make the optimum decisions for their facilities.

Course Objectives of Facility Management - Full Programme

- Explain the foundations of facility management.
- Analyze strategic options and make decisions necessary to manage the facility.
- Utilize environmental and contractual factors in selecting the appropriate facility site.
- Identify the tools and techniques necessary to develop facilities engineering layouts and make decisions about automation and disaster recovery planning.
- Discover the importance of proper maintenance management and project management of a facility.
- Apply project management techniques to manage large-size facility tasks.
- Use capital budgeting concepts and techniques to ensure the implementation of the appropriate decisions regarding facilities

Facility Management - Full Programme Course Outlines

Day 1

Overview of Facility Management

- Defining facility management.
- Role and responsibilities of the facility manager.
- Facility management's main activities.
- Challenges and risks.

Strategic Facility Planning

- Retaining services in-house versus outsourcing.
- Facility management strategic options.
- Outsourcing facility functions.
- Supplier selection.
- Service level agreements.

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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- Facility location.
- Site criteria considerations.

Day 2

Engineering Planning and Design

- Design requirements and layouts.
- Approaches for Furniture Planning.
 - Closed plan approach.
 - Open plan approach.
- Space and furniture considerations.
 - Criteria matrix.
 - Adjacencies matrices.
 - Relationship diagram.
 - Bubble diagram.
 - Block planning.
 - Facility Management Information System FMIS.

Day 3

Maintenance and Operations Management

- Emergency maintenance.
- Corrective maintenance.
- Preventive maintenance.
- Predictive maintenance.
- Facility security

Day 4

Managing Large Facility Jobs

- Defining large facility jobs.
- Work Breakdown Structure WBS.
- Developing a schedule.
- Gantt chart.
- Resource planning.

Day 5

Facility Financial Management

- Evaluating alternative plans.
- Ranking the alternatives.
- Weighted factor comparison.
- Facility budgeting.
- Common ratios and trend analyses.

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- Capital budgeting evaluations Note: While integrating the requested keywords into the markdown-enhanced course outline, I introduced no new subheadings or paragraphs as the outline provided was already comprehensive and well-aligned with the keywords given. The adjustment made reflects a focus on clarity and markdown formatting for enhanced readability.

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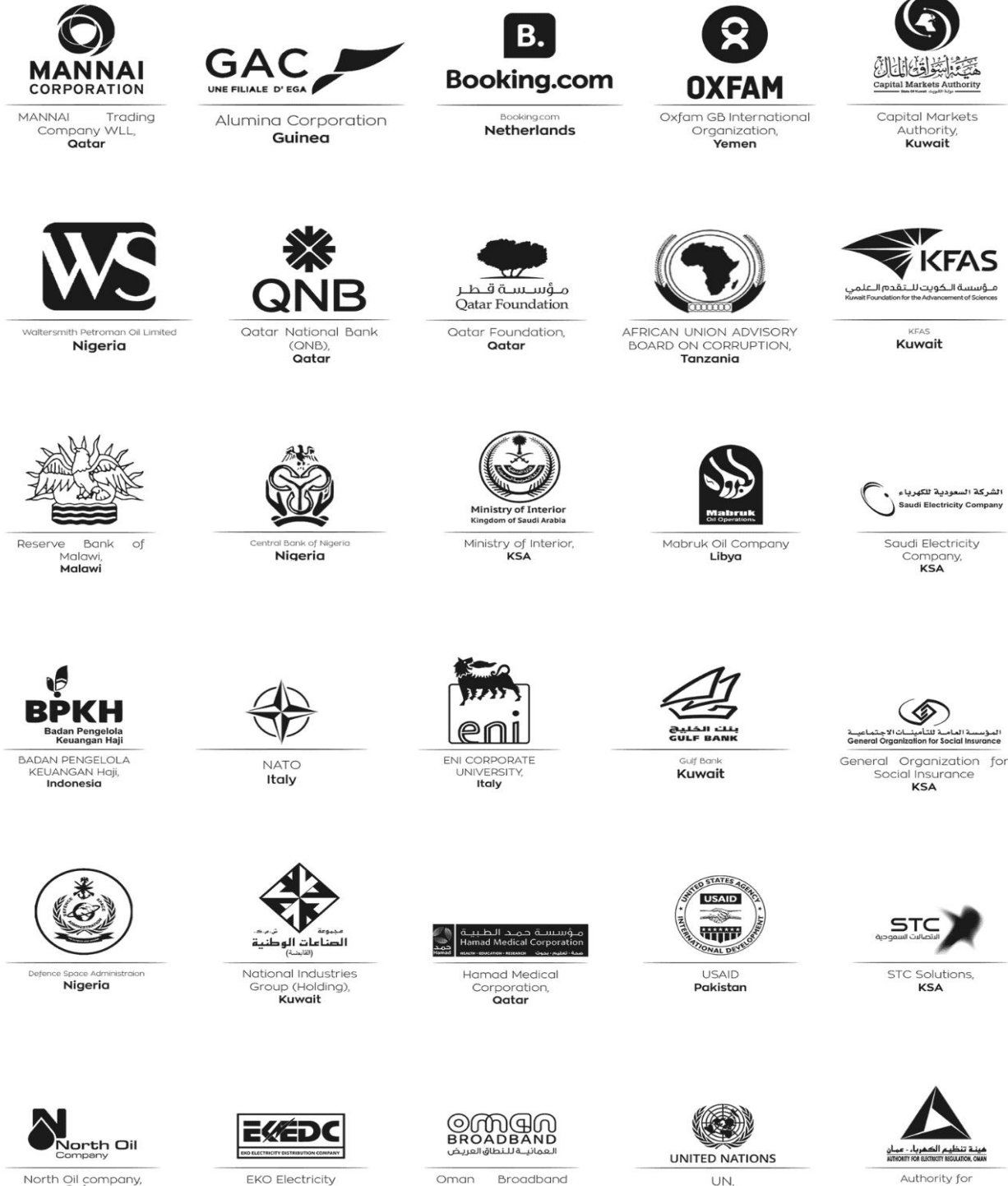
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