Mastering Procurement of Facilities Management Services

27 September – 1 October 2027
Tokyo (Japan)



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Ref: 322887_217747 **Date:** 27 September – 1 October 2027 **Location:** Tokyo (Japan) **Fees:** 5900 GBP

Course Description

This comprehensive 1-week course equips facilities management professionals with the knowledge and skills to excel in procurement of FM services. Participants will learn strategic sourcing techniques, contract management best practices, and performance monitoring methods to optimize FM service delivery and achieve organizational goals.

Learning Objectives

- Develop effective procurement strategies for FM services
- Master contract management and supplier relationship techniques
- Learn to evaluate and select FM service providers
- Understand performance monitoring and continuous improvement processes
- Gain insights into sustainable and cost-effective FM procurement practices

Course Modules

Day 1: Foundations of FM Procurement

- Introduction to FM services and procurement
- Strategic sourcing in facilities management
- Procurement process overview
- Stakeholder management in FM procurement

Day 2: Contract Development and Management

- Types of FM service contracts
- Key contract terms and conditions
- Service level agreements SLAs and key performance indicators KPIs
- Risk management in FM contracts

Day 3: Supplier Evaluation and Selection

- Developing supplier evaluation criteria
- Request for Proposal RFP process
- Bid evaluation techniques
- Negotiation strategies for FM contracts



Day 4: Performance Monitoring and Improvement

- Implementing effective performance monitoring systems
- Analyzing FM service provider performance
- Continuous improvement processes
- Managing supplier relationships

Day 5: Sustainable and Cost-Effective FM Procurement

- Sustainable procurement practices in FM
- Cost optimization strategies
- Technology integration in FM procurement
- Future trends in FM services procurement

Practical Wins for Participants

- Develop a comprehensive FM procurement strategy
- Create effective SLAs and KPIs for FM contracts
- Implement a robust supplier evaluation and selection process
- Design a performance monitoring system for continuous improvement

