



# Mastering The Art of Facilities Management Training Course

16 - 20 Dec 2024  
Vienna



**AGILE LEADERS**  
Training Center



# Mastering The Art of Facilities Management Training Course

**Ref.:** 36264\_258254 **Date:** 16 - 20 Dec 2024 **Location:** Vienna **Fees:** 4900 Euro

## Course Overview:

The course is designed to provide complete knowledge and practical skills essential for effective facilities management. This course covers a wide array of critical topics, including Health and Safety Compliance, Risk Assessment in Facilities Management, Building Maintenance Best Practices, and Occupational Health and Safety. Participants will gain an in-depth understanding of the Corporate Manslaughter Act 2007, Construction Management Safety, Fire Safety Regulations, and Workplace Well-being Improvement. Environmental Protection in Facilities Management and Flexible Working Policies are also key components of the curriculum. The course further explores Property Law Compliance, Financial Management in Facilities, Risk Management Strategies, and Business Continuity Planning. By the end of this training, attendees will be well-versed in Outsourcing Facilities Management, Transport Policies for Facilities, Information Technology in Facilities Management, Energy Efficiency in Facilities, and Waste Management Solutions. The course ensures that participants are equipped to handle Space Design and Management, Safety and Security Measures, CCTV Security Systems, Plant and Property Maintenance, and Preventive Maintenance Programs.

## Target Audience:

- Facility Managers
- Operations Managers
- Health and Safety Officers
- Property Managers
- Maintenance Supervisors
- Building and Construction Managers
- Environmental Health Officers

## Targeted Organizational Departments:

- Operations
- Health and Safety
- Property Management
- Maintenance
- Environmental Services
- IT and Security

## Targeted Industries:

- Real Estate



- Construction
- Manufacturing
- Healthcare
- Education
- Government

## Course Offerings:

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

- Develop and implement complete facilities management strategies.
- Ensure compliance with Health and Safety regulations.
- Conduct effective risk assessments and implement mitigation techniques.
- Manage building maintenance programs efficiently.
- Understand and apply the Corporate Manslaughter Act 2007.
- Enhance workplace well-being and safety.
- Integrate environmental protection practices into facilities management.
- Apply flexible working policies and manage property law compliance.
- Optimize financial management within facilities operations.
- Develop robust business continuity plans and manage outsourcing effectively.

## Training Methodology:

This course utilizes a blend of interactive training methods, including case studies, group discussions, practical exercises, and feedback sessions. Participants will engage in real-world scenarios to apply their learning and develop problem-solving skills. The course incorporates hands-on activities to reinforce key concepts and techniques, ensuring a practical understanding of facilities management best practices.

## Course Toolbox:

- complete workbooks
- Reading materials and reference guides
- Interactive case studies and real-world scenarios

## Course Agenda:

### Day 1: Introduction to Facilities Management and Compliance

- **Topic 1:** Complying with Safety, Health, Fire, and Environment Law Enforcement
- **Topic 2:** The Health and Safety Commission and the Health and Safety Executive
- **Topic 3:** Regulations: The Health and Safety at Work Act 1974
- **Topic 4:** The Corporate Manslaughter and Corporate Homicide Act 2007
- **Topic 5:** Leading Health and Safety at Work: Successful Health and Safety Policy



- **Topic 6:** Primary Regulations Relating to Health and Safety
- **Reflection & Review:** Reflection & Review on Day 1 topics

## **Day 2: Risk Assessment and Occupational Health**

- **Topic 1:** Risk Assessment: Spotting Hazards and Controlling Risks
- **Topic 2:** Recording the Findings, Reviewing, and Revising
- **Topic 3:** Suitable and Sufficient: Criminal Sanctions and Civil Compensation
- **Topic 4:** Promoting Occupational Health: Avoiding Back Pain and Preventing Work-Related Upper Limb Disorders
- **Topic 5:** Reducing Noise and Asbestos-Related Diseases
- **Topic 6:** Legionellosis: Prevention and Control
- **Reflection & Review:** Reflection & Review on Day 2 topics

## **Day 3: Workplace Safety and Flexible Working Policies**

- **Topic 1:** Accidents and Incidents: Improving Well-being
- **Topic 2:** Preventing Slips and Trips: Towards a Safe Workplace
- **Topic 3:** Equipment and Vehicle Safety Other than Motor Vehicles on Public Roads
- **Topic 4:** Flexible Working, Homeworking, and Hotdesking Policies
- **Topic 5:** Construction Work and Building Management Safety Issues
- **Topic 6:** Construction Design and Management Regulations 2007
- **Reflection & Review:** Reflection & Review on Day 3 topics

## **Day 4: Fire Safety and Environmental Protection**

- **Topic 1:** Fire Safety: Risk Assessment and Means of Escape
- **Topic 2:** Fire Notices, Equipment, and Staff Responsibilities
- **Topic 3:** Competency in Fire Safety and Disability Discrimination
- **Topic 4:** Environmental Protection and Liability: Waste Management
- **Topic 5:** Corporate Social Responsibility in Facilities Management
- **Topic 6:** Supply Chain Management: Ensuring Compliance
- **Reflection & Review:** Reflection & Review on Day 4 topics

## **Day 5: Advanced Facilities Management Practices**

- **Topic 1:** Financial Management in Facilities: Budgetary Control and Cost Centers
- **Topic 2:** Zero-Based Budgeting and Benchmarking Facilities Costs
- **Topic 3:** Risk Management Strategies: Risk Analysis, Assessment, and Mitigation
- **Topic 4:** Business Continuity Planning: Developing and Implementing Strategies
- **Topic 5:** Outsourcing Facilities Management: Choosing Contractors and Service Level Agreements
- **Topic 6:** Information Technology in Facilities Management: IT Infrastructure and Digital Risk
- **Reflection & Review:** Reflection & Review on Day 5 topics



## **How This Course is Different from Other Facilities Management Courses:**

This training course stands out by offering a holistic and integrative approach to facilities management. Unlike other courses, it covers an extensive range of topics, from Health and Safety Compliance to advanced IT Infrastructure in Facilities. This course emphasizes practical application, with real-world case studies and interactive sessions that ensure participants can implement what they learn. The focus on current industry trends, such as Environmental Protection and Sustainable Facilities Management, prepares attendees to meet modern challenges head-on.

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



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## CONTACT US

 UAE, Dubai Investment Park First

 +971585964727  
 +447700176600

 [sales@agile4training.com](mailto:sales@agile4training.com)



## Gamified and Interactive Training

We understand that training delivery can be challenging, both online and offline. To ensure engagement and achieve learning objectives, we have developed our own activities and collaborated with industry-leading solutions to gamify our training sessions. This approach increases interaction levels and guarantees effective learning outcomes.



## Our Training Categories

We cover a wide range of training categories to cater to different needs and interests

- Branding, Marketing, Customer Relations, & Sales Programs
- Political & Public Relations Programs
- Finance and Accounting Programs
- Project Management Programs
- Human Resources Management Programs
- Quality & Process Management
- Management & Leadership Programs
- Self-Development Programs

Join Agile Leaders today and embark on a transformative journey towards becoming a more agile and effective leader. Experience our customer-centric approach, actionable training, and guaranteed return on investment. Let us help you unleash your full potential in the dynamic business landscape.



## Where to Find Us

You can join our training programs at our centers located in



We also offer online training sessions through the Zoom platform.

- Malaysia** Kuala Lumpur
- Morocco** Casablanca
- Spain** Barcelona
- France** Paris
- UK** London
- Italy** Rome
- Egypt** Cairo, Sharm El-Sheikh
- Turkey** Istanbul
- Georgia** Tbilisi
- Azerbaijan** Baku
- UAE** Dubai



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