



Mastering The Art of Facilities Management Training Course (10 Days)

20 September – 1 October 2027
Montreux

Mastering The Art of Facilities Management Training Course (10 Days)

Ref: 103600363_101371 **Date:** 20 September – 1 October 2027 **Location:** Montreux **Fees:** 18000 Euro

Overview

Modern built environments demand rigorous operational control, regulatory adherence, and strategic asset preservation. This facilities management training course provides professionals with practical frameworks to oversee building operations, sustain infrastructure integrity, and manage support services effectively. Participants study core disciplines spanning building maintenance management, statutory compliance, vendor contract oversight, and utility optimization. The curriculum covers digital tools such as computer-aided facilities management systems alongside practical methods for workplace security and space design. This course is delivered by Agile Leaders Training Center.

Who Should Attend

- Facilities managers and coordinators directing daily physical workplace operations.
- Estate managers and property supervisors managing commercial or institutional real estate portfolios.
- Operations and compliance officers overseeing statutory workplace safety standards.
- Maintenance engineers and technical supervisors leading mechanical and electrical plant servicing.
- Space planners, office managers, and leasing personnel coordinating workplace occupancy.

Departments and Industries

This programme serves technical and managerial professionals across sectors where building performance and occupant safety are critical.

- Facilities Management and Real Estate Operations
- Corporate Services and Health and Safety Compliance
- Healthcare Networks and Hospital Estates Management
- Higher Education Campuses and Municipal Government Facilities
- Commercial Real Estate, Hospitality, and Retail Property Portfolios

Learning Objectives

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



- Execute operational strategies that align physical asset management with organizational objectives.
- Implement building maintenance management schedules that reduce unplanned downtime.
- Enforce workplace health and safety compliance across diverse workplace settings.
- Apply structured risk assessments to mitigate property, fire, and physical security hazards.
- Administer vendor contracts and evaluate service delivery through clear service level agreements.
- Utilize computer-aided facilities management systems to optimize work order and asset lifecycles.
- Deploy utility management controls to reduce energy consumption and manage environmental impacts.
- Apply space planning and optimization techniques to support changing workplace requirements.

Course Agenda

Day 1: Foundations of Strategic Facilities Operations

- Strategic alignment between facilities operations and organizational strategy
- Governance frameworks and core functional accountabilities in facilities management
- Establishing service level agreements and monitoring contractor delivery
- Developing key performance indicators and operational scorecards
- Stakeholder communication and client relationship management
- Reviewing operational effectiveness across property portfolios

Day 2: Workplace Health and Safety Compliance

- Statutory workplace health and safety compliance frameworks and standards
- Conducting hazard identification, risk assessments, and mitigation planning
- Workstation ergonomics, manual handling, and occupational health monitoring
- Incident investigation protocols and statutory safety recordkeeping
- Developing an active culture of workplace safety across operations
- Evaluating liability risks and emergency response governance

Day 3: Fire Safety, Security, and Emergency Management

- Conducting fire risk assessments and designing evacuation protocols
- Workplace security architecture, physical barriers, and access control methods
- Surveillance systems, perimeter monitoring, and security system maintenance
- Crisis management protocols and operational disaster recovery plans
- Delivering fire warden training and testing emergency readiness drills
- Security risk audits and post-incident review procedures



Day 4: Maintenance and Building Services Management

- Preventive, predictive, and corrective maintenance planning methodologies
- Procuring and supervising maintenance contractors and service partners
- HVAC plant operation, filtration standards, and indoor air quality controls
- Energy management principles for building mechanical and electrical systems
- Deploying computer-aided facilities management tools for maintenance scheduling
- Conducting lifecycle costing and asset replacement forecasting

Day 5: Real Estate, Leases, and Property Compliance

- Property occupancy terms, lease covenants, and tenant-landlord obligations
- Managing boundary definitions, shared amenities, and service charge audits
- Environmental waste disposal controls and hazardous material handling
- Building technical regulations, accessibility standards, and occupier liability
- Ground contamination monitoring and environmental remediation liabilities
- Real estate asset valuation fundamentals and lease compliance audits

Day 6: Financial Management and Lifecycle Costing

- Facilities operational budgeting models and zero-based budget methods
- Establishing cost centres and tracking facilities operating expenses
- Differentiating capital expenditure from operational expenditure allocations
- Whole-life costing calculations and return on investment in building assets
- Benchmarking unit costs per square metre across comparable facilities
- Managing outsourced partnership agreements and capital renewal financing

Day 7: Operational Risk and Business Continuity

- Facility risk identification matrix and vulnerability scoring methods
- Drafting and executing an operational facilities risk register
- Assessing supplier dependency and critical contractor failure risks
- Business impact analyses and site recovery time objectives
- Post-incident welfare support and operational continuity communication
- Simulating crisis response scenarios across critical utility failures

Day 8: Smart Building Technology and Systems Integration

- Information technology infrastructure requirements in modern workplaces
- Building management systems, IoT sensor deployment, and automation controls
- Communication backbone planning, network rooms, and uninterrupted power supplies
- Data protection considerations in building access systems and digital logs
- Electronic ticketing, helpdesk workflows, and automated maintenance dispatches
- Evaluating technology roadmaps for facility operational efficiency



Day 9: Environmental Sustainability and Utility Management

- Utility procurement, tariff structure evaluation, and metering analysis
- Implementing building energy efficiency audit protocols and targets
- Water conservation systems, drainage maintenance, and waste treatment
- Solid waste segregation, recycling schemes, and environmental documentation
- Noise, light, and ambient air emission abatement measures
- Carbon footprint tracking and sustainability reporting frameworks

Day 10: Space Management and Strategic Workplace Planning

- Space planning and optimization principles to maximize floor efficiency
- Ergonomic office layout configurations and agile workstation models
- Coordinating moves, adds, and changes with minimal operational disruption
- Workplace churn rate analysis and occupancy density calculations
- Applying computer-aided space analytics to monitor desk utilization
- Managing external interior fit-out contractors and design vendors

Practical Exercises

Participants complete hands-on activities to resolve operational challenges and build execution plans.

- Develop an operational building maintenance management plan using scheduled preventive tasks.
- Draft a statutory workplace health and safety compliance audit checklist for a commercial site.
- Construct a facilities department operating budget with clear cost centre allocations.
- Perform a workplace space utilization analysis and present an optimized floor layout plan.

FAQs

What specific qualifications or prerequisites are needed for participants before enrolling in the course?

This programme is suited to professionals with operational experience in property management, engineering, or administration. While formal technical qualifications are not required, prior exposure to building operations or maintenance workflows is beneficial.

How long is each day's session, and is there a total number of hours required for the entire course?

Daily sessions run approximately four to five hours, encompassing lecture modules, practical exercises, and peer discussions. The full ten-day course covers forty to fifty training hours.



How is this course different from basic facilities management programs?

This programme addresses the full operational spectrum across ten focused days, examining financial management, statutory compliance, smart building automation, and strategic space design alongside standard maintenance functions.

Conclusion

Facilities leadership requires a disciplined balance of technical administration, regulatory compliance, and strategic planning. Through structured exercises, maintenance modeling, and performance benchmarking, participants gain practical tools to optimize property assets, lower operating expenses, and ensure secure, functional, and compliant workplace environments.