



Facility Planning and Management



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Why Attend

Facility management (FM) is a field that encompasses multiple disciplines to ensure functionality, comfort, safety and efficiency of the built environment by integrating people, place, process and technology. FM is categorized as either 'Hard' or 'Soft' and often involves a range of third-party providers that must be carefully managed.

This course explores all aspects of FM and how to ensure maximum value is achieved, providing a range of essential considerations for the FM Manager.

Course Methodology

The course uses a mix of interactive and hands-on techniques. In addition to brief presentations by the facilitator and the participants, there are numerous individual and group exercises, videos and problem solving activities.

Course Objectives

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

- Define the foundations of Facility Management and understand Facility Management strategies
- Outline the considerations in Facility Planning
- Understand service delivery and performance management
- Adopt best practice in managing the Facility Management function
- Understand the role of project and maintenance management in Facility Management
- Understand sustainability in Facility Management
- Outsource key Facility Management operations to third party organizations

Target Audience

Personnel who are interested in learning facility management and the considerations that affect facility management.

Target Competencies

- Managing FM
- Stakeholder Management
- Outsourcing
- FM Procurement
- Managing performance

Course Outline

- The foundations of Facility Management
 - Key concepts
 - Core competencies
 - Roles and responsibilities
- Facility Planning
 - Key issues
 - Utilizing space
 - Stakeholder management
 - Risks
- Facility Management Strategy
 - The business context and drivers
 - Strategy formulation, analysis, development and implementation
 - FM Strategy checklist
- Managing the workplace
 - People management
 - Productivity
 - Health, safety and security



- 5S
- Outsourcing Facility Management
 - The outsourcing decision
 - FM and procurement
 - The outsourcing process
 - Developing the contract
 - Specifying the service
- Service Delivery and Performance Management
 - Continuity of service
 - End user requirements
 - Managing service providers
 - Managing performance
 - SLA's / KPI's
 - Dealing with poor performance
- Understand the role of Project and Maintenance Management in Facility Management
 - Project Management phases and skills
 - Maintenance management essentials
 - Continuous improvement in FM
- Understand Sustainability in Facility Management
 - The sustainability agenda
 - Environmental considerations
 - CSR
 - Innovation



Location & Date

17 - 21 Nov, 2019

English

Dubai

Novotel Al Barsha

Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2019

US\$ 4800

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003



Courses in Maintenance Planning and Asset Management

Dates	Course Name	Language	Location	Fees
7 - 11 Jul, 2019	Maintenance and Reliability Masterclass (with CMRP exam) 	English	Dubai	US\$ 5100
14 - 18 Jul, 2019	IAM Certificate in Asset Management 	English	Dubai	US\$ 5100
28 Jul - 1 Aug, 2019	Advanced Maintenance Management 	English	Barcelona	US\$ 4800
1 - 5 Sep, 2019	Maintenance Planning, Scheduling and Control 	English	Dubai	US\$ 4800
15 - 19 Sep, 2019	Equipment Failure Analysis and Prevention 	English	Dubai	US\$ 4800
22 - 25 Sep, 2019	Big Data for Maintenance Strategies 	English	Dubai	US\$ 4400
22 - 26 Sep, 2019	Building Services Maintenance and Management 	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Mastering Maintenance Audits 	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Cost Effective Maintenance 	English	Dubai	US\$ 4800
20 - 24 Oct, 2019	Reliability Engineering Excellence 	English	Dubai	US\$ 4800
27 - 31 Oct, 2019	Value Engineering 	English	Dubai	US\$ 4800
3 - 7 Nov, 2019	Managing Shutdowns, Turnarounds and Outages 	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	Certified Maintenance Planner 	English	Dubai	US\$ 5100
17 - 21 Nov, 2019	IAM Certificate in Asset Management 	English	Dubai	US\$ 5100
24 - 28 Nov, 2019	Advanced Maintenance Management 	English	Dubai	US\$ 4800
1 - 5 Dec, 2019	Maintenance and Reliability Masterclass (with CMRP exam) 	English	Dubai	US\$ 5100
8 - 12 Dec, 2019	Certificate in Preventive and Predictive Maintenance 	English	Dubai	US\$ 5100
15 - 19 Dec, 2019	Maintenance Planning, Scheduling and Control 	English	Dubai	US\$ 4800



Meirc Timeline

