

Scandinavian Academy Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: The Complete Course on Facilities Management

Code	City	hotel	Start	End	price	Language - Hours
CV-272SA	Al Baha	Hotel Meeting	2027-10-31	2027-11-04	13950 SR	En - 25

The Course

Facilities like buildings, utility plants, power & water distribution networks, production plants, parking lots and landscaping become more and more flexible, complex and expensive. That is why Facilities Management is big business nowadays. It is one of the largest budget expenses and therefore one of the major sources of cost savings. However not at all costs, because facilities are a major asset too.

This course shows you how to apply the Best Practices to organize and manage a facilities department as a successful “business within a business”. The goal is to operate and maintain the facilities in an effective and efficient way, in order to integrate function, people and place. The course is about finding the right balance between asset performance (functionality, availability, reliability, safety) and costs, about the right balance between operating and maintaining the facilities in-house or contracting it out.

The Goals

Provide best practices, tools and a practical approach for taking facilities management to a higher level:

- Understand the basic elements of facilities management
- Assess the current state of the delegates’ facilities management process
- Learn what best practices are available and best suitable for implementation in the delegates’ organization
- Recognize the need of a proper operational & maintenance control center

- Understand how to draw up a (preventive) maintenance concept, based on risk
- Develop strategies to decide when and what to contract out
- Understand the different contract types and how to apply them
- To learn how to monitor performance and results
- To understand how a benchmark study can help in improving the process
- To be able to share experience and knowledge with others

The Process

The course will be conducted along workshop principles with formal lectures, case studies, group discussion and interactive practical exercises. There will be many opportunities for discussion and sharing experiences.

The Benefits

- Gives you a proper knowledge of the basic principles of facilities management
- Learn how to apply best practices
- Understand how to operate and maintain your facilities as a "business within a business"
- Learn from the experience of other delegates and the trainer
- Adds personal value and competencies
- Helps you in planning and developing a future career

The Results

- Provide knowledge to understand and implement basis elements and best practices of facilities management
- Allow professionals who are responsible for facilities management to run the facilities management departments as "a business within the business"
- Assess the current state of your facilities management process
- Accomplish an outsourcing strategy which helps you in realizing better results
- Provide instruments to improve the performance of facilities in both short as well

as long term
- Develop skills for employees which will raise their capability, skill and morale

The Core Competencies

- Strategic planning
- Assessing the current state
- Risk based maintenance strategy
- Work planning & control
- Outsourcing considerations
- Contract types & contracting cycle
- Monitoring performance and results by using key performance indicators
- Benchmarking

The Programme Content

Day One : An Overview of Facilities Management

- The Facilities Management process
- Facilities Management as "a business within a business"
- Facilities planning
- Facilities realization
- Facilities operations & maintenance
- Individual assessment - the current state of your facilities management process

Day Two : The Basic Elements of Facilities Management

- Strategic & annual planning
- Design, build, maintain cycle
- Operations & Services
- Work planning & control
- Maintenance & repair

- Information management

Day Three : Preventive Maintenance & Maintenance Strategy

- Understanding risk
- Risk Based Maintenance - the methodology
- Seven steps in developing an effective and risk-based maintenance strategy
- Defining maintenance tasks
- Case study
- Typical inspection & maintenance tasks for utilities

Day Four : Outsourcing and Contracting

- What to outsource and what not
- Choosing the right contractor
- How to manage this
- Contract types
- The contracting cycle
- Service level agreements

Day Five : Performance Monitoring & Benchmarking

- Continuous improvement
- Target setting as a starting point
- Monitoring performance: develop and use Key Performance Indicators
- The Facilities Management Balanced Scorecard
- Benchmarking: how to set up a benchmark study
- Wrap-up

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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