

# **Facility Management Professional**

## ***Day 1: Foundations of Facility Management***

- Introduction to Facility Operations
- Role of Facility Management in Organizational Strategy
- Understanding Financial Terminology
- Strategic Planning for Facilities
- Health, Safety, Security & Environment (HSSE)
- Ethics and Corporate Responsibility in FM

## ***Day 2: Maintenance and Sustainability***

- Maintenance Strategies: Preventive, Predictive, Reactive
- Asset Management and Life Cycle Planning
- Work Management Systems (CMMS, CAFM)
- Sustainability and Environmental Considerations
- Managing Outsourced Services and Vendors
- Talent Development and Succession Planning

## ***Day 3: Project Management in FM***

- Fundamentals of Project Management in FM
- Project Planning and Scheduling
- Budgeting and Cost Estimation
- Stakeholder Engagement and Communication
- Procurement and Contracting
- Managing Risks in FM Projects

## ***Day 4: Finance and Business Integration***

- Financial Reporting and Budgeting in FM
- Cost Control and Optimization Techniques
- Capital Planning and Investment Analysis
- Business Case Development and ROI Analysis
- Regulatory and Legal Considerations

- Aligning FM Strategy with Organizational Goals

***Day 5: Implementation, Leadership, and Evaluation***

- Project Implementation and Execution
- Monitoring, Control, and Quality Assurance
- Project Close-Out and Post-Evaluation
- Communication and Influence in FM
- Innovation and Future Trends in Facility Management
- Personal and Professional Growth for FMPs