



**SCANDINAVIAN ACADEMY**  
For Training and Development

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# Course: Facilities Management Specialist

Code	City	Hotel	Start	End	Price	Language - Hours
CV-528	Athens (Greece)	Hotel Meeting Room	2027-03-08	2027-03-12	5450 €	En - 25

## Course Introduction:

Facilities management plays a crucial role in ensuring that buildings, infrastructure, and services operate efficiently and effectively. A facilities management specialist must have a comprehensive understanding of building operations, maintenance, safety compliance, and resource optimization to enhance organizational productivity and sustainability.

This training program is designed to provide participants with in-depth knowledge of facility management principles, best practices, and innovative solutions. Participants will learn how to manage maintenance, safety regulations, vendor contracts, and sustainability initiatives to create high-performing facilities.

Through theoretical instruction, practical case studies, and interactive exercises, attendees will gain the skills required to successfully manage modern facilities and infrastructure.

## Course Objectives:

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

- Understand the key principles and best practices of facilities management.
- Develop efficient maintenance and asset management strategies.
- Implement energy management and sustainability initiatives.
- Manage contracts, procurement, and vendor relationships effectively.
- Ensure compliance with health, safety, and environmental regulations.
- Enhance workplace security and emergency preparedness.



- Utilize technology and automation in facilities management.

## **Target Audience:**

- Facilities Managers and Supervisors
- Building and Property Managers
- Maintenance and Operations Personnel
- Health, Safety, and Environment (HSE) Officers
- Procurement and Contract Management Professionals
- Anyone responsible for facility operations and infrastructure management

## **Course Outline**

### **Introduction to Facilities Management**

- Overview of facilities management roles and responsibilities
- Key functions and scope of facilities management
- Industry trends and emerging technologies in facility management
- Facility performance and operational efficiency

### **Building Systems and Maintenance Management**

- HVAC, electrical, plumbing, and fire protection systems
- Preventive vs. reactive maintenance strategies
- Asset lifecycle management and equipment tracking
- Work order management and maintenance scheduling

### **Space Planning and Workplace Optimization**

- Principles of space management and utilization
- Office layout and ergonomic considerations
- Smart office technologies and hybrid workplace models



- Case study: Space optimization for efficiency and productivity

## **Health, Safety, and Environmental Compliance**

- OSHA standards and workplace safety regulations
- Fire safety and emergency response planning
- Indoor air quality management and sustainability
- Implementing risk management strategies in facility operations

## **Vendor and Contract Management**

- Procurement strategies for facility services
- Managing vendor relationships and service level agreements (SLAs)
- Outsourcing vs. in-house facility services
- Negotiating and monitoring facility contracts

## **Energy Management and Sustainability Initiatives**

- Energy efficiency strategies for facilities
- Renewable energy integration and green building practices
- LEED certification and environmental compliance
- Water conservation and waste management programs

## **Security and Emergency Preparedness**

- Access control and surveillance systems
- Security risk assessment and mitigation plans
- Crisis management and business continuity planning
- Developing and testing emergency response procedures



## **Budgeting and Financial Management for Facilities**

- Budget planning and cost control in facility management
- Capital expenditure vs. operational expenditure
- Facility financial reporting and performance metrics
- Cost-saving strategies and return on investment (ROI) analysis

## **Technology and Automation in Facilities Management**

- Smart building technologies and IoT applications
- Computerized Maintenance Management Systems (CMMS)
- Artificial Intelligence (AI) and predictive maintenance
- Case study: Implementing digital transformation in facility operations



The Scandinavian Academy for Training and Development 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 and Development.

### **Program Timings:**

- 9:00 AM to 2:00 PM in Arab cities.
- 10:00 AM to 3:00 PM in European and Asian cities.

### **The program includes:**

- A daily Coffee Break provided during the sessions to ensure participants comfort.