EXECUTIVE COURSE IN FACILITY MANAGEMENT

Introduction

The Executive Course in Facility Management is a comprehensive programme designed to equip facilities managers, property professionals, administrators, operations executives and senior managers with the strategic knowledge and practical competencies required to manage modern facilities effectively. The course examines facility management as a strategic organizational function rather than simply a maintenance activity. Participants explore how facilities contribute to organizational performance, employee productivity, business continuity, cost efficiency, asset preservation, sustainability and workplace experience. The programme covers the full facility management cycle, including strategic planning, operations, maintenance, asset management, procurement, contractor management, health and safety, security, energy management, workplace services and performance measurement. Participants will develop the ability to establish effective facility management systems, manage service providers, control operating costs, identify operational risks and align facility strategies with broader organizational objectives.

Course Objectives

- Understand the strategic role and scope of modern facility management.
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- Develop effective facility management strategies and policies.
- Manage facility operations and support services efficiently.
- Develop preventive and corrective maintenance programmes.
- Manage facility assets throughout their lifecycle.
- Improve facility operating costs and resource utilisation.
- Manage contractors, suppliers and outsourced services.
- Strengthen workplace health, safety and security.
- Apply sustainability and energy-efficiency principles.

Course Modules

P.O Box 7254- 01000
www.trustgatecorporateskills.co.ke
Location Thika & Nairobi

> Module 1: Foundations of Strategic Facility Management
- Definition and evolution of facility management
- Strategic role of facilities management
- Core facility management functions
- Facilities management and organisational performance

> Module 2: Facility Management Strategy and Planning
- Developing facility management strategies
- Facility policies and procedures
- Strategic facility planning
- Aligning facilities with organisational objectives

> Module 3: Facility Operations Management
- Daily facility operations
- Service delivery management
- Operational procedures and controls
- Facility performance monitoring

> Module 4: Maintenance Management
- Preventive maintenance
- Corrective and reactive maintenance
- Maintenance planning and scheduling
- Maintenance performance indicators

> Module 5: Facilities Asset Management
- Asset identification and classification
- Asset registers
- Asset lifecycle management
- Asset replacement planning

> Module 6: Contractor and Supplier Management
- Outsourcing facility services
- Contractor selection
- Service-level agreements
- Contractor performance management

> Module 7: Facility Health, Safety and Security
- Workplace safety

- Emergency preparedness
- Facility security management
- Incident prevention and response

> Module 8: Energy and Sustainability Management

- Energy consumption management
- Sustainable facilities
- Environmental management
- Resource efficiency

> Module 9: Financial and Cost Management

- Facility budgets
- Operating and maintenance costs
- Cost-control strategies
- Financial reporting

> Module 10: Facility Performance and Continuous Improvement

- Facility KPIs
- Performance dashboards
- Facility audits
- Continuous improvement strategies