



PROJACS ACADEMY
by egis



Implementing Facility Management

تنفيذ وتطبيق المعايير العالمية في إدارة المرافق

11 – 15 December 2023

Dubai / UAE

Introduction

The program is designed in the form of a series of lectures and case studies to provide an understanding of the concept of operations and maintenance and the efficient management of facilities. This program offers an opportunity to improve knowledge and skills of those who are responsible in managing and supervising the operations and management of facilities and for those who desires an uninterrupted service to clients and users of facilities. All these targets will be achieved as participants are exposed to the experiences and knowledge of speakers who have been in this business for more than a decade.

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Who Should Attend?

Participants from organizations where the reliability, performance and attendant risks of fixed assets have a significant impact on business performance, will benefit most from this course. This course is suitable for engineering and technical managers, project managers and project engineers, operations managers, maintenance managers, Facilities Managers, EHS and quality managers, and procurement and supply chain managers.

Course Outline

Day One

Contract Types

Decision Making and Thinking Theory

- Conceptual Framework of Thinking Skills and Decision Making.
- Divergent and Convergent Thinking in Decision Making.
- Critical Constructive Thinking in Decision Making.

Day Two

The Need for Strategic Planning for facility Management

- Organizational Performance
- Problems
- Quality
- Power/Authority
- Competitiveness

Principles of Strategic Planning

Day Three

Facilities Management

- Service Delivery Philosophy and Strategy
- Implementation Plan, Cost Strategy and Organization Structure
- Integrating Sustainable Development in FM

Day Four

Management Reports

Maintenance Backlog Report

- Maintenance Performance Report

Monthly Status Report

Day Five

Facilities Planning and Design

- Facilities Management
- Principles and Techniques
- Key Aspects of Facility Planning & Design

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------------------|------------------|
| • Lunch at the Hotel Restaurant | 12:00 – 01:00 pm |
| • Technical Session | 01:00 – 02:00 pm |
| • Coffee Break | 02:00 – 02:15 pm |
| • Technical Session | 02:15 – 03:30 pm |
| • Coffee Break | 03:30 – 03:45 pm |
| • Technical Session | 03:45 – 04:30 pm |
| • Course Ends | 04:30 pm |

Course Fees*

- **3,200 USD**
**VAT is Excluded If Applicable*

المقدمة

تم تصميم البرنامج على شكل سلسلة من المحاضرات ودراسات الحالة لتوفير فهم لمفهوم العمليات والصيانة والإدارة الفعالة للمرافق. يوفر هذا البرنامج فرصة لتحسين المعرفة والمهارات لأولئك المسؤولين في إدارة والإشراف على عمليات وإدارة المرافق وأولئك الذين يرغبون في خدمة مستمرة للعملاء ومستخدمي المرافق. سيتم تحقيق كل هذه الأهداف حيث يتعرض المشاركون لتجارب ومعرفة المتحدثين الذين عملوا في هذا المجال لأكثر من عقد من الزمان.

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الحضور

سيستفيد المشاركون من المنظمات التي يكون لموثوقية الأصول الثابتة والأداء والمخاطر المصاحبة لها تأثير كبير على أداء الأعمال. هذه الدورة مناسبة للمديرين الهندسيين والفنيين ومديري المشاريع ومهندسي المشاريع ومديري العمليات ومديري الصيانة ومديري المرافق ومديري البيئة والصحة والسلامة والجودة ومديري المشتريات وسلسلة التوريد.