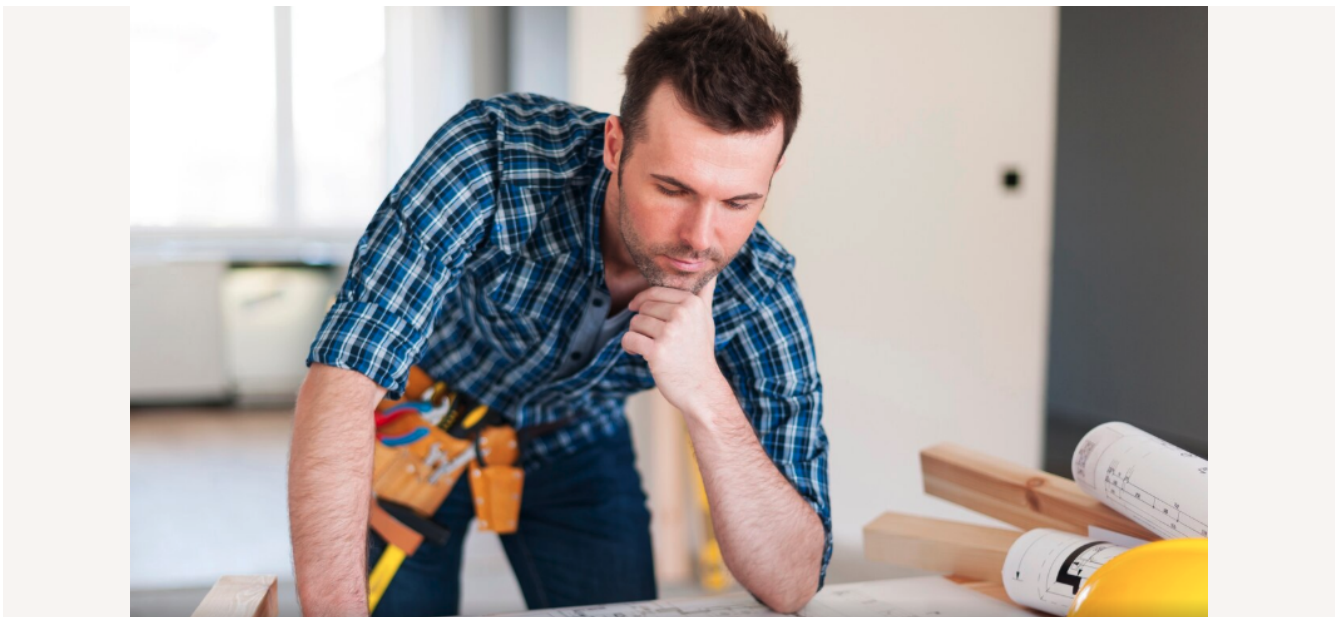


## Facility Planning and Management

Professional training programme



### SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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## — Workshop Overview

Facility management (FM) is a field that encompasses multiple disciplines to ensure functionality, comfort, safety and efficiency of the built environment by integrating people, place, process and technology. FM is categorized as either 'Hard' or 'Soft' and often involves a range of third-party providers that must be carefully managed.

### Why Attend

The course uses a mix of interactive and hands-on techniques. In addition to brief presentations by the facilitator and the participants, there are numerous individual and group exercises, videos and problem solving activities.

### Who Should Attend

Personnel who are interested in learning facility management and the considerations that affect facility management.

## — Learning Objectives

- Define the foundations of Facility Management and understand Facility Management strategies
- Outline the considerations in Facility Planning
- Understand service delivery and performance management
- Adopt best practice in managing the Facility Management function
- Understand the role of project and maintenance management in Facility Management
- Understand sustainability in Facility Management
- Outsource key Facility Management operations to third party organizations

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## Course Outline

DAY  
1

### The foundations of Facility Management

- Key concepts
- Core competencies
- Roles and responsibilities

DAY  
2

### Facility Planning

- Key issues
- Utilizing space
- Stakeholder management
- Risks

DAY  
3

### Facility Management Strategy

- The business context and drivers
- Strategy formulation, analysis, development and implementation
- FM Strategy checklist

DAY  
4

### Managing the workplace

- People management
- Productivity
- Health, safety and security
- 5S

DAY  
5

### Outsourcing Facility Management

- The outsourcing decision
- FM and procurement
- The outsourcing process
- Developing the contract
- Specifying the service
- Day 6: Service delivery and performance management
- Continuity of service
- End user requirements
- Managing service providers
- Managing performance

- SLA's / KPI's
- Dealing with poor performance
- Day 7: Understand the role of Project and Maintenance Management in Facility Management
- Project Management phases and skills
- Maintenance management essentials
- Continuous improvement in FM
- Day 8: Understand Sustainability in Facility Management
- The sustainability agenda
- Environmental considerations
- CSR
- Innovation

## — Upcoming Classroom Dates

| DATE                  | LOCATION                | FEE    |
|-----------------------|-------------------------|--------|
| 12 - 16 October 2026  | Istanbul - Türkiye      | €1,425 |
| 19 - 23 October 2026  | Frankfurt - Germany     | €1,625 |
| 2 - 6 November 2026   | Rome - Italy            | €2,125 |
| 9 - 13 November 2026  | Vienna - Austria        | €2,125 |
| 14 - 18 December 2026 | Barcelona - Spain       | €1,925 |
| 21 - 25 December 2026 | Kuala Lumpur - Malaysia | €1,400 |
| 18 - 22 January 2027  | Dubai - UAE             | €2,625 |
| 15 - 19 February 2027 | Munich - Germany        | €2,125 |

## — Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact [info@sparktraining.eu](mailto:info@sparktraining.eu) or +31 85 115 0004.