



Consulting and Training | Reach New Heights

Course Name

Facility Management - Entry to Mid

Sector Name

Procurement & Supply Chain Operations

Document Type

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Course Introduction

Facility Management (FM) is a strategic operational discipline that ensures buildings, assets, infrastructure, and workplace support services perform reliably to enable uninterrupted core business activities. Modern FM extends beyond maintenance—it harmonizes spaces, people, service providers, assets, compliance obligations, and organizational expectations to drive safety, efficiency, sustainability, and service excellence.

Designed and developed by **BOOST** Consulting and Training, this program equips entry- to mid-level professionals with practical FM capabilities focused on service coordination, asset reliability, vendor management, workplace safety, compliance awareness, operational issue handling, performance monitoring, and continuous improvement—without entering deep engineering, technical trades, or discipline-specific construction or design instruction.

BOOST's Facility Management program prepares professionals to manage facilities with structure, service discipline, cross-functional coordination, risk awareness, regulatory alignment, and organizational accountability.



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Target Audience

- ✓ Facility coordinators and officers
- ✓ Operations and administrative staff
- ✓ Supervisors responsible for buildings or services
- ✓ Property and asset support staff
- ✓ Professionals transitioning into facility management roles

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Learning Objectives

- ✓ Understand the scope and role of facility management
- ✓ Manage facility operations and support services effectively
- ✓ Coordinate maintenance, safety, and service activities
- ✓ Monitor facility performance and service quality
- ✓ Identify risks and improvement opportunities within facilities
- ✓ Support efficient, safe, and compliant facility operations

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Course Outline

✓ DAY 01

Foundations of Facility Management

Module 1: Understanding Facility Management

- ✓ What facility management covers
- ✓ Role of facilities in organizational performance
- ✓ Facility management vs. maintenance

Module 2: Facility Management Scope and Responsibilities

- ✓ Core FM functions and services
- ✓ Internal vs. outsourced services
- ✓ Accountability and coordination

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Course Outline

✓ Day 02

Managing Facilities and Services

Module 3: Managing Buildings and Physical Assets

- ✓ Overview of buildings and assets under FM
- ✓ Asset lifecycle awareness
- ✓ Supporting functionality and reliability

Module 4: Managing Support Services

- ✓ Cleaning, security, utilities, and support services
- ✓ Service level expectations
- ✓ Coordinating service providers

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✓ Day 03

Maintenance, Safety, and Risk Awareness

Module 5: Maintenance Management Basics

- ✓ Preventive vs. reactive maintenance
- ✓ Maintenance planning and coordination
- ✓ Reporting and follow-up

Module 6: Safety, Health, and Risk Considerations

- ✓ Safety responsibilities in facilities
- ✓ Identifying facility-related risks
- ✓ Supporting compliance and safe environments

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✓ Day 04

Performance, Quality, and Control

Module 7: Monitoring Facility Performance

- ✓ Service quality and performance indicators
- ✓ Monitoring service delivery
- ✓ Handling service issues and complaints

Module 8: Budget Awareness and Cost Control

- ✓ Understanding facility-related costs
- ✓ Managing budgets at a basic level
- ✓ Balancing cost, quality, and service

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✓ Day 05

Improving Facility Management Practices

Module 9: Continuous Improvement in Facility Operations

- ✓ Identifying improvement opportunities
- ✓ Enhancing service efficiency
- ✓ Managing change within facilities

Module 10: Professional Facility Management Practice

- ✓ Communication with stakeholders
- ✓ Documentation and reporting
- ✓ Developing facility management capability

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4250.00 \$	UAE , Dubai
July 6, 2026	July 10, 2026	5 days	2150.00 \$	Virtual , Online
Oct. 4, 2026	Oct. 8, 2026	5 days	4250.00 \$	KSA , Dammam
April 13, 2026	April 17, 2026	5 days	4950.00 \$	England , London

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