



Consulting and Training | Reach New Heights

Course Name

Office Asset & Equipment Management

Sector Name

Administration and Office Efficiency

Document Type

Generated by Boostlab

[Click Here To Visit Course](#)

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770



Office Asset & Equipment Management

Course Introduction

Office assets and equipment represent a significant investment for every organization and play a critical role in ensuring uninterrupted business operations and employee productivity. Effective management of office assets goes beyond inventory control—it involves planning asset requirements, tracking asset utilization, maintaining equipment, managing asset movements, controlling lifecycle costs, and ensuring accountability throughout the organization. Organizations that adopt structured asset and equipment management practices can improve resource utilization, reduce unnecessary expenditures, minimize losses, and support operational efficiency.

Designed by **Boost Consulting & Training**, this comprehensive program equips participants with knowledge, practical methodologies, and best international practices required to effectively manage office assets and equipment throughout their lifecycle. Participants will learn how to plan asset requirements, establish inventory and tracking systems, coordinate maintenance activities, optimize equipment utilization, evaluate asset performance, and implement governance practices that ensure accountability, compliance, and sustainable asset management.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

BOOST

Office Asset & Equipment Management

Target Audience

- ✓ Office Managers
- ✓ Administration Managers and Supervisors
- ✓ General Services Professionals
- ✓ Asset and Inventory Coordinators
- ✓ Facilities Coordinators
- ✓ Employees responsible for office assets, equipment, and workplace resources

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Office Asset & Equipment Management

Learning Objectives

- ✓ Understand the principles and best practices of office asset and equipment management.
- ✓ Plan and manage office assets throughout their operational lifecycle.
- ✓ Develop effective asset inventory, tracking, and control systems.
- ✓ Improve equipment utilization, maintenance, and replacement planning.
- ✓ Measure asset performance and optimize asset-related costs.
- ✓ Strengthening governance, accountability, and compliance in office asset management.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Office Asset & Equipment Management

Course Outline

✓ Day 01

Foundations of Office Asset & Equipment Management

Office Asset Management Fundamentals

- ✓ Principles of office asset management
- ✓ Categories of office assets and equipment
- ✓ Business value of effective asset management

Asset Identification and Control

- ✓ Asset registration and tagging methods
- ✓ Establishing asset inventories
- ✓ Asset ownership and accountability

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



Office Asset & Equipment Management

Course Outline

✓ Day 02

Planning and Organizing Office Assets

Asset Planning

- ✓ Assessing office equipment requirements
- ✓ Procurement planning and asset allocation
- ✓ Workplace resource planning

Inventory and Asset Control Systems

- ✓ Stock control for office equipment
- ✓ Asset movement and transfer procedures
- ✓ Managing asset records and documentation

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Office Asset & Equipment Management

Course Outline

✓ Day 03

Equipment Operations and Lifecycle Management

Equipment Utilization

- ✓ Optimizing asset usage
- ✓ Managing shared office equipment
- ✓ Preventing asset misuse and loss

Maintenance and Lifecycle Management

- ✓ Preventive maintenance planning
- ✓ Equipment inspections and servicing
- ✓ Replacement and disposal planning

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



Office Asset & Equipment Management

Course Outline

✓ Day 04

Performance Management and Asset Optimization

Measuring Asset Performance

- ✓ Office asset performance indicators
- ✓ Equipment utilization analysis
- ✓ Cost monitoring and lifecycle performance

Continuous Improvement

- ✓ Reducing operational waste
- ✓ Improving asset availability and reliability
- ✓ Enhancing efficiency through better asset practices

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



Office Asset & Equipment Management

Course Outline

✓ Day 05

Governance, Digital Asset Management & Future Trends

Asset Governance and Compliance

- ✓ Governance frameworks for office assets
- ✓ Asset auditing and compliance controls
- ✓ Risk management and accountability

Future of Office Asset Management

- ✓ Digital asset tracking technologies
- ✓ RFID, QR codes, and smart asset management solutions
- ✓ Developing a long-term strategy for office asset and equipment management excellence

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



Office Asset & Equipment Management

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 21, 2026	Dec. 25, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •

