



INTENSIVE TRAINING INSTITUTE
BEYOND ORDINARY

**WORKSHOP CONFERENCE ON FACILITIES
MANAGEMENT
(AN EAC CONTEXT)**

8TH-13TH April 2024

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Course Introduction

This **Facility Management Workshop Conference** gives you practical how-to's, up-to-date facility management techniques, strategies and methods facility managers can apply immediately. As the facilities management function continues across **EAC** to evolve, so do the range of responsibilities and the methods employed to deliver services. In this interactive course, participants are engaged with thought-provoking exercises

and discussions to build solid skills, real-world insight and valuable know-how to handle the facility management job with confidence.

This Conference covers the entire facility management range providing expert solutions and the latest best practices used in the profession. Well-experienced facilitators confront head-on the real-world problems encountered on the ground. Everyone leaves the program with new skills to deal with people and manage change. The course helps participants recognize and confront the implications of their actions in a "safe" environment.

Targeted Participants

This workshop conference is designed to provide manager, engineers, senior administrators with an insight into the more advanced maintenance facilities techniques, standards and preventive process that can be readily applied to any facility maintenance activity all across **EAC member states**

Others Include:

Procurement Management team

Contractors and facilities Service Providers

Facilities Managers and Staff

Facilities Management teams (Including building services and estate managers)

Project Managers, Project Engineers and Contract Managers

Maintenance Managers, Maintenance Engineers, Maintenance Technicians and Maintenance planners

Anyone who is involved in operating, maintaining and managing facilities and infrastructure (office, utilities, power supply, oil and gas facilities ,etc.)

Workshop Duration

6 days

Workshop Objectives

This Workshop will enable participants to:

- Learn best practices and run your facilities more effectively and efficiently
- Learn critical thinking skills essential to managing complex facilities
- Understand the qualities and skills of facility personnel
- Apply technology in the management of facilities
- Understand how to manage facility operations
- Assess and maintain the health and safety standards in a facility
- Communicate effectively to the users of the facilities
- Perform risk and quality assessment and management of the facilities

Course Outline

Day 1: Introduction to Facilities Management

Morning Session:

- Overview of Facilities Management (FM)
- Importance of FM in organizational success
- Key responsibilities and roles of FM staff

Afternoon Session:

- Types of facilities: commercial, industrial, administrative
- Understanding the Deposit Protection Fund's specific facility needs
- Case studies and group discussions

Day 2: Facility Planning and Design

Morning Session:

- Space planning and utilization
- Design principles for efficient facilities
- Compliance and regulatory considerations

Afternoon Session:

- Sustainable facility design
- Technology integration in facility planning
- Practical exercises and group activities

Day 3: Facility Operations, Fire management and Maintenance

Morning Session:

- Preventive vs. reactive maintenance
- Asset management and tracking
- Safety and compliance in facility operations

Afternoon Session:

- Vendor management and outsourcing
- Budgeting for facilities management
- Case studies and interactive discussions
- Fire Management
- Understanding fire dynamics and behavior
- Fire prevention measures in facilities
- Fire detection and alarm systems
- Fire suppression systems and equipment
- Evacuation procedures and drills

Day 4: Environmental Sustainability in Facilities Management

Morning Session:

- Green building concepts
- Energy efficiency and conservation
- Waste management and recycling initiatives

Afternoon Session:

- Water conservation strategies
- Sustainable procurement practices
- Guest speaker or panel discussion on sustainability best practices

Day 5: Technology and Innovation in Facilities Management

Morning Session:

- Introduction to Facility Management Software (FMS)
- IoT applications in facilities management
- Automation and smart building technologies

Afternoon Session:

- Interactive workshops on FMS tools
- Emerging trends in facilities management
- Developing a facilities management roadmap for the Deposit Protection Fund

Day 6: Disaster Preparedness and Response

Morning Session:

- Types of disasters and their impact on facilities
- Developing a comprehensive disaster preparedness plan
- Crisis communication strategies
- Coordination with emergency services and authorities
- Post-disaster recovery and business continuity planning

Afternoon Session:

- Types of disasters and their impact on facilities
- Developing a comprehensive disaster preparedness plan
- Crisis communication strategies
- Coordination with emergency services and authorities
- Post-disaster recovery and business continuity planning

Training Approach

This course is delivered by our seasoned trainers who have vast experience as expert professionals in their respective fields of practice. The course is taught through a mix of practical activities, presentations, group works, and case studies. Training notes and additional reference materials are provided to the participants.

Certification

Upon successful completion of this course, participants will be issued with a certificate certified by the **National Industrial Training Authority (NITA)** under license no: **NITA/TRN/2236**



CONNECT WITH US

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