Garnet
Garnet Global Training Center

GGT-FM-119

Facilities & Real Estate Management

Facility Management Fundamentals

أساسيات إدارة المرافق

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Foundation**

Overview

This course builds a solid base in Facility Management Fundamentals, starting from first principles and moving quickly to the everyday tasks participants meet at work. Run buildings and property portfolios efficiently, safely and at the right cost. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Explain the key concepts, terms and standards of Facility Management Fundamentals.
- Plan the next steps in your own learning.
- Recognise the main hazards, errors and misconceptions newcomers face.
- Carry out basic tasks correctly using simple checklists and tools.
- Read and use the documents, forms and data common in this field.

Who should attend

Facility and property managers, maintenance heads, real estate and asset managers. No prior experience is required; it also suits new hires, graduates and staff moving into this field.

Key topics

- Service contracts and SLAs
- Building systems: HVAC, fire, lifts
- Space and workplace planning
- Lifecycle cost and budgeting
- Property valuation and leasing
- Smart building technology

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Introduction to Facility Management Fundamentals

- Service contracts and SLAs
- Regional and international case studies

Day 2 Core concepts and terminology

- Building systems: HVAC, fire, lifts
- Space and workplace planning

Day 3 Basic methods and tools

- Lifecycle cost and budgeting
- Checklists and templates to take away

Day 4 Working safely and correctly

- Property valuation and leasing
- Group discussion and peer review

Day 5 Practical exercises and review

- Smart building technology
- Measurement and reporting

10-day outline

Day 1 Introduction to Facility Management Fundamentals

- Service contracts and SLAs
- Regional and international case studies

Day 2 Core concepts and terminology

- Building systems: HVAC, fire, lifts
- Space and workplace planning

Day 3 Basic methods and tools

- Lifecycle cost and budgeting
- Checklists and templates to take away

Day 4 Working safely and correctly

- Property valuation and leasing
- Group discussion and peer review

Day 5 Practical exercises and review

- Smart building technology
- Measurement and reporting

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Hands-on workshop on a workplace challenge

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Common mistakes and how to avoid them

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
21–25 Jun 2027	5-day classroom	Abu Dhabi	English	4,750
4–8 Oct 2027	5-day online	Live online	English	2,950
1–5 Nov 2027	5-day classroom	Dubai	Arabic	4,750
20–31 Dec 2027	10-day classroom	Kuala Lumpur	English	8,950
2–6 Apr 2028	5-day classroom	Doha	English	4,750
21–25 Aug 2028	5-day classroom	Abu Dhabi	Arabic	4,750
9–20 Oct 2028	10-day classroom	Dubai	English	8,950
6–17 Nov 2028	10-day online	Live online	Arabic	5,450
5–9 Feb 2029	5-day classroom	Istanbul	English	4,750

Dates	Format	City	Language	Fee (USD)
15–26 Apr 2029	10-day classroom	Cairo	English	8,950
13–17 May 2029	5-day classroom	Riyadh	Arabic	4,750
13–17 Aug 2029	5-day online	Live online	Arabic	2,950
19–23 May 2030	5-day classroom	Cairo	English	4,750
10–14 Jun 2030	5-day classroom	Geneva	English	4,750
21 Jul – 1 Aug 2030	10-day classroom	Jeddah	English	8,950
2–13 Dec 2030	10-day online	Live online	Arabic	5,450

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/