



LIVE SEMINAR

Facilities Management

A 2-Day Comprehensive Course



THIS SEMINAR AT A GLANCE:

- Learn how to handle the “nuts and bolts” of facilities management – HVAC, lighting, electrical, plumbing, security and grounds maintenance
- Apply the latest information and best strategies in risk and disaster planning to keep your facility and its employees safe
- Tackle maintenance and repair issues before they become major problems
- Apply the latest findings in ergonomic research to meet facility and employee needs
- Evaluate proposals and bids and determine which contractors to hire
- Develop project management skills to ensure construction and relocation projects run smoothly

Facilities Management – A 2-Day Comprehensive Course

SEMINAR SUMMARY



Discover the latest tools, techniques and strategies for operating and maintaining any type of facility

Facilities management requires a broad range of proficiencies, from an understanding of engineering and project management to a knowledge of architecture, construction, ergonomics and environmental planning. In addition, facility managers must possess leadership qualities, superior organizational abilities and effective communication and negotiation skills.

It's no wonder your position is stressful at times! It's not easy to keep up with the everyday demands of running your facility, handling employee concerns and complaints, negotiating with contractors and staying current with ever-changing safety issues and specifications. Add new construction, relocation or expansion projects to the mix, and there aren't enough hours in the day to stay on top of it all.

Spend just two days with us and get on-the-mark training that guarantees success!

In this two-day seminar, you'll hone your facilities management skills, build on your knowledge and explore a wealth of exciting ideas and strategies for controlling and cutting costs, increasing the safety of your facility, managing your time and personnel more effectively, dealing with outsourcing and contractors and much more.

PROGRAM AGENDA

DAY ONE

Establish your role as facility manager

- The characteristics of a successful facility manager and how to adopt them as your own
- Why you must apply the principles of ethical leadership to your position
- Tips for marketing your facility strategies internally: how to get the rest of the company onboard with your goals
- Ways to make sure your facility and staff earn respect from users

Explore the nuts and bolts of facilities management

- When outsourcing should be used and when it is best to use in-house services
- HVAC, security, grounds, cleaning, power and lighting: what you need to know to provide exceptional service in each of these critical areas
- "Attractive nuisances:" a surprising look at how many are on your facility's grounds right now
- Tips for grounds maintenance to keep your facility in tiptop shape all year long
- Two basic strategies for forecasting future space needs for your organization

Create a comfortable and efficient work environment

- How to make sure you are meeting or exceeding shared space requirements
- The eight types of CAFM software packages and which one best meets your needs
- Seven strategies for supporting and maintaining an ergonomic workplace
- An overview of ADA standards and the key components to space layout and construction

DAY TWO

Take on the realities of finance, budgeting and cost control

- Five basic financial concepts and how they apply to facilities management
- How to estimate costs and create a budget you and your staff can live with
- Two approaches for writing contract specifications
- How to negotiate assumption of risk by the contractor

Ensure your projects come in on time and on budget

- The four basic components in the project delivery cycle
- Project management tips to help you stay organized and on top of critical details
- How to create a flow chart to map your project from initial talks to completion
- Why you must be able to differentiate between project management and strategic planning

Find the best approach to facility and space acquisition

- Buy vs. lease: when it is more advantageous to buy and when leasing makes more sense
- The important difference between lease administration and property management
- Red flags to watch for when it comes to leasing contracts
- How to put the four characteristics of a proper lease management system in place
- A lease analysis checklist you can take home and use to make informed decisions

Improve your facility operations, maintenance and performance

- How to put an effective hazardous waste program into place at your facility
- OSHA compliance rules and regulations facility managers should know
- Five essential elements of an effective disaster recovery plan
- How to assess your facility's risk and capacity to react immediately to a variety of threats
- Emergency procedures and drills your facility users must become familiar with
- Ways to ensure your building and grounds are as tightly secured as possible

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