The Facilities Management short course covers a comprehensive scope of management, finance, reporting, operating and environmental aspects of facilities management in order to equip you with the skills and integrated knowledge to implement a successful facilities management plan and manage its impact on people and the workplace. The course will provide you with a good understanding of the multidisciplinary activities applicable to facilities management, including efficient and effective delivery of support services in your organisation to ensure the successful integration of people, systems, places, processes and technology that are part and parcel of the responsibilities of the facilities manager. Presented on an in-house basis only.

**Course content**

- The scope of facility management
- Financial management and reporting
- Operating costs
- Delict and the facility manager
- The environmental aspects of facility management
- The facility management plan

**Learning outcomes**

After successfully completing this course, you will be able to demonstrate a basic understanding of:
- facilities management
- cash flow, debtors and cost recovery in buildings
- maintenance principles applicable to buildings
- building plans and the measurement of floor areas for leasing
- the environmental aspects of property, and
- the edictal responsibility of the facility manager.

**Who should enrol?**

This course is ideal for you if you are a property administrators or manager.

**Course fees**

R12 928.00 per delegate (VAT incl.)

Course fees include all refreshments and course materials.