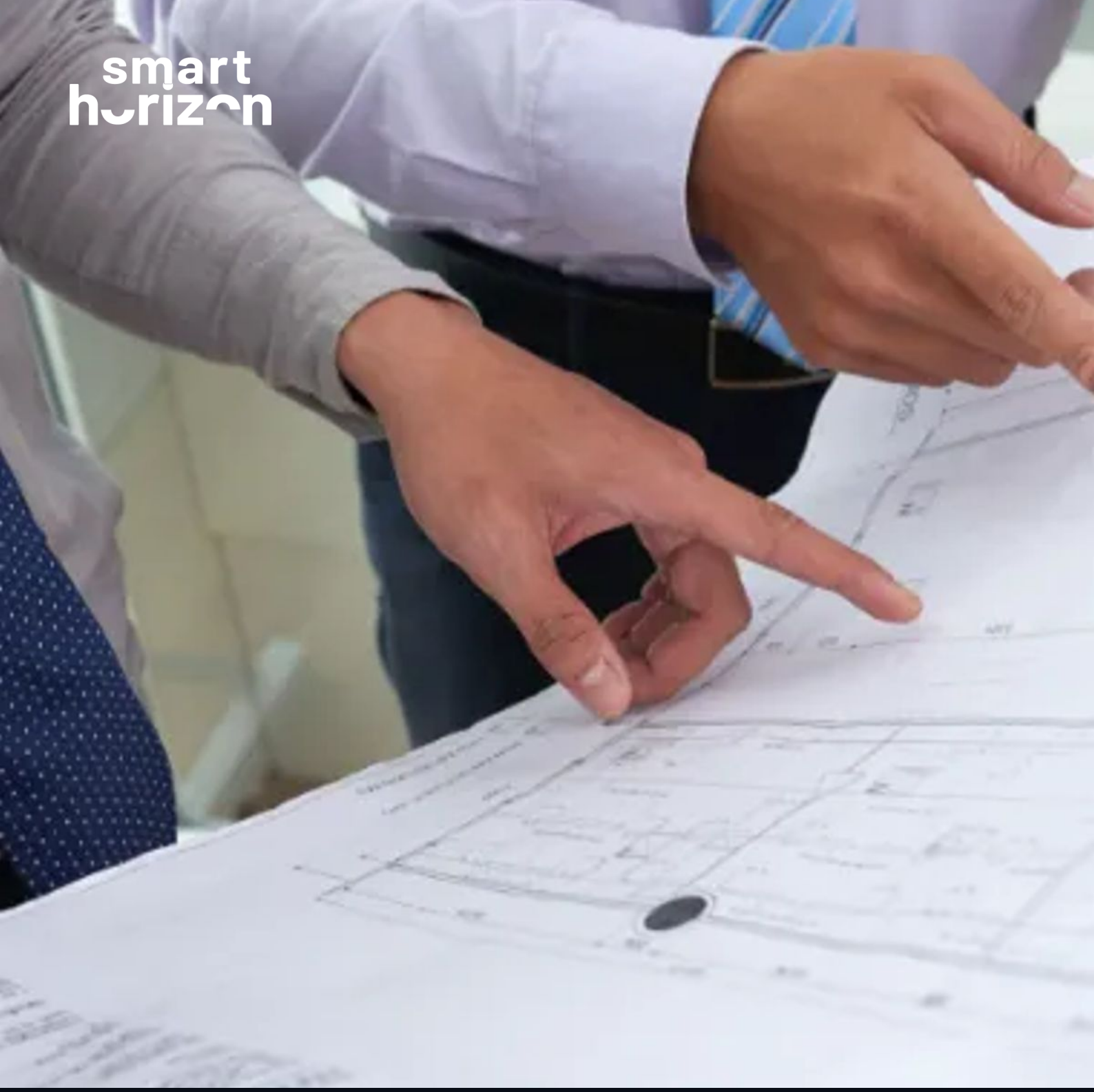


LEADERSHIP & MANAGEMENT | COURSE BROCHURE

Facility Planning and Management

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course on Facility Planning and Management equips professionals with the skills to design, optimise, and manage facilities effectively. Participants will learn to align facility operations with organisational goals, ensuring efficient use of resources and compliance with regulations.

Facility managers face significant challenges in optimising space utilisation, ensuring compliance with health and safety regulations, and managing operational costs. Poor facility planning can lead to increased expenses, inefficient workflows, and reduced employee productivity. This course addresses these critical issues by providing participants with practical strategies for effective facility management, enabling them to make informed decisions that enhance organisational performance and employee satisfaction. By mastering these skills, attendees will be better equipped to navigate the complexities of facility operations, ensuring that their organisations can adapt to changing needs and maintain a competitive edge in their respective industries.
Participants will engage in hands-on exercises that simulate real-world facility planning scenarios, allowing them to apply theoretical knowledge to practical situations. They will learn to assess facility needs, develop comprehensive space plans, and implement management strategies that enhance operational efficiency. Additionally, the course will cover compliance with relevant regulations and the integration of technology in facility management. This practical approach ensures that attendees can apply their learning directly to workplace challenges, improving their ability to manage facilities effectively and contribute to their organisation's success. By the end of the course, participants will have developed the skills necessary to lead facility planning initiatives confidently.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of case studies, interactive workshops, and simulation exercises to build practical capabilities in facility planning and management. Participants will work on real-life scenarios, developing space utilisation plans, compliance checklists, and maintenance schedules. Specific exercises will include conducting facility assessments and presenting management strategies to stakeholders. Outputs include detailed facility assessments, management plans, and compliance documentation, ensuring participants leave with tangible skills and resources that can be immediately applied in their roles. This hands-on approach fosters collaboration and critical thinking, allowing participants to learn from each other while addressing common facility management challenges and enhancing their ability to implement effective solutions.



Course content

Course objectives

By the end of this course, participants will be able to:
• Assess facility needs based on organisational goals and user requirements.
• Design a comprehensive space utilisation plan that maximises efficiency and meets user needs.
• Evaluate compliance with health and safety regulations in facility management processes.
• Construct a maintenance schedule that minimises downtime and optimises resource allocation.
• Prioritise facility upgrades based on budget constraints and organisational impact assessments.
• Justify facility management decisions using data-driven analysis and stakeholder feedback.
• Develop a risk assessment plan to identify potential hazards in facility operations.
• Integrate technology solutions to enhance facility management practices and improve efficiency.

Target audience

This course is suitable for:
• Facility Managers responsible for operational efficiency and compliance.
• Real Estate Professionals involved in space planning and leasing activities.
• Operations Managers seeking to optimise facility resources and workflows.
• Project Managers overseeing facility construction or renovation projects.
• Health and Safety Officers ensuring compliance with regulations in facility operations.

Target competencies

Participants will develop competencies in:
• Conducting facility needs assessments based on user requirements and organisational goals.
• Developing strategic space utilisation plans that enhance efficiency and user satisfaction.
• Implementing health and safety compliance measures to mitigate risks in facility management.
• Creating effective maintenance schedules that align with operational priorities.
• Analysing data to inform facility management decisions and improve performance.
• Managing facility-related budgets and resources to maximise value and minimise costs.
• Utilising technology to streamline facility management processes and enhance communication.
• Collaborating with stakeholders to ensure facility plans meet diverse needs.

Course outline



Course content

Day 1: Understanding Facility Planning Fundamentals

Applied activity: Participants will conduct a needs assessment for a fictional organisation, identifying key stakeholders and their requirements. They will analyse how facility design impacts performance and user experience, presenting their findings to the group, focusing on practical implications for management.
Output: A comprehensive needs assessment report detailing stakeholder requirements and facility design implications.

09:00–09:54	Introduction to facility planning concepts and principles, including key definitions and frameworks.
09:54–10:48	Identifying key stakeholders in facility management and their roles in the planning process.
10:48–11:00	Assessing the impact of facility design on organisational performance and employee satisfaction.
11:00–11:30	**Coffee break**
11:30–12:12	Assessing the impact of facility design on organisational performance and employee satisfaction. (continued)
12:12–13:06	Understanding regulations and compliance requirements relevant to facility management.
13:06–14:00	Exploring the role of technology in facility management, including software tools and systems.

Day 2: Space Utilisation and Design Strategies

Applied activity: Using CAD software, participants will design a space plan for a fictional office, focusing on optimisation, user experience, and compliance with regulations. They will present their designs to peers for feedback and discussion, refining their plans based on collaborative input.
Output: A detailed space utilisation plan with layout designs and justifications.

09:00–09:54	Principles of effective space planning and design, focusing on user-centric approaches.
09:54–10:48	Techniques for space optimisation and layout planning to enhance functionality.
10:48–11:00	Utilising CAD tools for facility design and visualisation of space plans.
11:00–11:30	**Coffee break**
11:30–12:12	Utilising CAD tools for facility design and visualisation of space plans. (continued)
12:12–13:06	Evaluating different space utilisation models, including open-plan and hybrid workspaces.
13:06–14:00	Understanding the impact of flexible workspaces on employee productivity and collaboration.



Course content

Day 3: Compliance and Safety in Facility Management

Applied activity: Participants will create a compliance checklist for a fictional facility, identifying potential risks and necessary safety measures. They will role-play as facility managers presenting their compliance strategies to a mock board of directors, addressing concerns and questions.
Output: A compliance checklist and risk assessment report detailing identified hazards and mitigation strategies.

09:00–09:54	Overview of health and safety regulations affecting facilities, including legal requirements.
09:54–10:48	Conducting risk assessments for facility operations to identify potential hazards.
10:48–11:00	Developing compliance checklists and protocols to ensure adherence to regulations.
11:00–11:30	**Coffee break**
11:30–12:12	Developing compliance checklists and protocols to ensure adherence to regulations. (continued)
12:12–13:06	Implementing safety training for staff to promote a culture of safety within facilities.
13:06–14:00	Monitoring and reporting on compliance status to stakeholders and regulatory bodies.

Day 4: Maintenance Management and Operational Efficiency

Applied activity: Participants will develop a maintenance schedule for a fictional facility, prioritising tasks based on operational impact, costs, and available resources. They will justify their scheduling decisions to the group, considering potential challenges and solutions.
Output: A comprehensive maintenance management plan outlining scheduled tasks and resource allocations.

09:00–09:54	Developing a proactive maintenance strategy that aligns with organisational goals.
09:54–10:48	Understanding the role of technology in maintenance management, including CMMS systems.
10:48–11:00	Creating a maintenance schedule based on facility needs and operational priorities.
11:00–11:30	**Coffee break**
11:30–12:12	Creating a maintenance schedule based on facility needs and operational priorities. (continued)
12:12–13:06	Evaluating maintenance costs and resource allocation for maximum efficiency.
13:06–14:00	Implementing performance metrics for maintenance effectiveness and continuous improvement.



Course content

Day 5: Integrated Facility Management Application

Applied activity: Participants will work in teams to create an integrated facility management strategy for a fictional organisation, combining all elements learned throughout the course. They will present their strategy to a panel of stakeholders for evaluation, addressing feedback and refining their approach.
Output: A comprehensive facility management strategy presentation, including an action plan and stakeholder feedback.

09:00–09:54	Integrating planning, design, compliance, and maintenance strategies into a cohesive approach.
09:54–10:48	Utilising data analytics for informed decision-making in facility management.
10:48–11:00	Developing a facility management strategy aligned with organisational goals and stakeholder needs.
11:00–11:30	**Coffee break**
11:30–12:12	Developing a facility management strategy aligned with organisational goals and stakeholder needs. (continued)
12:12–13:06	Creating a facility management action plan that outlines key initiatives and timelines.
13:06–14:00	Presenting facility management plans to stakeholders, highlighting benefits and expected outcomes.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,890.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.-**
Dubai Confirmed dates	16 Nov 2026	20 Nov 2026	**€3,150.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.-**
Frankfurt Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,650.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**
Kuala Lumpur Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,450.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.-**
Paris Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,860.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.-**
Istanbul Confirmed dates	18 Jan 2027	22 Jan 2027	**€2,650.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Vienna Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,940.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.-**
Amsterdam Confirmed dates	1 Feb 2027	5 Feb 2027	**€2,540.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.-**
Singapore Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,820.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.-**
London Confirmed dates	1 Mar 2027	5 Mar 2027	**€2,450.-**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.-**
Dubai Confirmed dates	15 Mar 2027	19 Mar 2027	**€3,150.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.-**
Rome Confirmed dates	29 Mar 2027	2 Apr 2027	**€2,450.-**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.-**
Frankfurt Confirmed dates	5 Apr 2027	9 Apr 2027	**€2,650.-**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,450.-**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.-**
Paris Confirmed dates	3 May 2027	7 May 2027	**€2,860.-**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	17 May 2027	21 May 2027	**€2,650.-**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
Rome Confirmed dates	31 May 2027	4 Jun 2027	**€2,450.-**
Online Confirmed dates	31 May 2027	4 Jun 2027	**€1,250.-**
Amsterdam Confirmed dates	7 Jun 2027	11 Jun 2027	**€2,540.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.-**
Singapore Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,820.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
London Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Dubai Confirmed dates	19 Jul 2027	23 Jul 2027	**€3,150.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Frankfurt Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,650.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Cape Town Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,890.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,450.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,860.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Istanbul Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,650.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Amsterdam Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,540.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Barcelona Confirmed dates	11 Oct 2027	15 Oct 2027	**€2,840.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Singapore Confirmed dates	18 Oct 2027	22 Oct 2027	**€2,820.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.–**
London Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,450.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.–**
Dubai Confirmed dates	15 Nov 2027	19 Nov 2027	**€3,150.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.–**
Frankfurt Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,650.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,450.–**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.–**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online