

Essentials of Facility Management



The Essentials of Facility Management Program is a series of training workshops to meet the educational needs of FM professionals in global FM markets. The program focuses on basic concepts that describe the field of facility management and how it can be of value to an organization. The primary goal of this program is to address the participant's role in the tactical planning for how to schedule and accomplish daily FM tasks that support the operation of an organization's facilities. Successful completion of all three training workshops will grant an electronic certificate of completion.

Pricing:

	Module	All Three Workshops
Member, Online	\$70 per Module	\$510 per Set
Non-Member, Online	\$80 per Module	\$590 per Set
Classroom*	\$65 per Module	\$530 per Set

*Classroom pricing does not include instructor fees, venue fees (to include refreshments) and shipping and handling. Please contact IFMA for more information.

Available workshops:

Workshop 1: Introduction to Facility Management Workshop

- ▶ **Module 1** - Introduction to Facility Management

Workshop 2: Operations and Maintenance Workshop Series

- ▶ **Module 1** - Introduction to Operations and Maintenance
- ▶ **Module 2** - The Basics of Building Systems
- ▶ **Module 3** - The Application of Technology
- ▶ **Module 4** - The Implications of Health and Safety in Managing Buildings

Workshop 3: Work Management in Facilities Workshop Series

- ▶ **Module 1** - Supervisory Roles in Facility Work Management
- ▶ **Module 2** - Applying Work Management to Building Systems
- ▶ **Module 3** - Work Management Tools in Facility Management
- ▶ **Module 4** - Managing Contractors in Facility Management
- ▶ **Module 5** - Managing and Tracking Customer Relations in Facility Management

For More Information to Include Group Pricing, Contact:
John Wagon at john.wagon@ifma.org or 281.974.5609

www.ifma.org/essentials