

# Essentials of Facility Management



The Essentials of Facility Management is a series of training workshops designed to meet the educational needs of FM professionals in global FM markets. These interactive workshop series focus on basic concepts that describe the field of facility management and how it can be of value to an organization. The primary goal 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 letter 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*	Contact John Wagon at john.wagon@ifma.org or +1-713-623-4362	

\*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 Workshops

- ▶ **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 Workshops

- ▶ **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 713.623.4362**

[www.fm.training/essentials-facility-management](http://www.fm.training/essentials-facility-management)