COURSE OVERVIEW TM0051
Advanced Facility and Space Management

Course Title
Advanced Facility and Space Management

Course Date/Venue
Session 1: June 22-26, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai UAE
Session 2: November 24-28, 2025/Glasshouse Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Reference
TM0051

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and advanced overview of Facility and Space Management. It covers the key challenges and emerging trends in facility and space management; the strategic planning and facility design considerations for efficiency and sustainability; the integration of technology and smart systems, space planning and design; reviewing, verifying and monitoring the activities related to facilities and space management plans; and evaluating the existing plans, identifying the gaps, eliminating risks and contributing to the achievement of the proposed plan.

Further, the course will also discuss the best techniques used for effective, safe and recommended plans to the organization; how to conduct compliance checks and identify constraints of space planning affecting the organization; the workplace layout and optimization techniques; the ergonomics and human factors in space design; the business needs for the use of space and learn to calculate the floor areas and circulation of space effectively; utilizing space management software and tools; the internet of things (IoT) applications in space management; and the best practices for effective facility operations and maintenance.

The course also covers the asset management strategies, lifecycle planning, preventive and predictive maintenance programs; the energy efficiency and sustainability; the sustainable practices and certifications; the waste management and recycling initiatives; the effective asset tracking and inventory management; how to identify and best deliver and manage support services and building services; the technology and automation in facility management; the smart building systems and automation; the integrated workplace management systems (IWMS); the data analytics and predictive maintenance; the security and emergency preparedness; assessing facility security risks; and implementing access control systems.

During this interactive course, participants will learn the emergency response planning and protocols; the business continuity and disaster recovery strategies; the service level agreements (SLAS) and performance metrics; managing outsourced facility services; building effective partnerships with service providers; the workplace wellness and employee experience; designing a healthy and productive work environment; the employee engagement and satisfaction surveys; the workplace flexibility and remote work considerations; and the relevant actions to enhance the facilities and space management plans across the K company.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an advanced knowledge on facility and space management
- Outline the relevant actions to enhance the facilities and space management plans across the K company
- Learn how to review, verify and monitor the activities related to facilities and space management plans (e.g. maintenance, disposal, operation and procurement of furniture)
- Recognize how to evaluate the existing plans, identify the gaps and eliminate risks and contribute to the achievement of the proposed plan
- Understand how to identify and best deliver and manage support services and building services
- Identify the business needs for the use of space and learn to calculate the floor areas and circulation of space effectively
- Determine the best techniques used for effective, safe and recommended plans to the organization
- Conduct compliance checks and identify constraints of space planning affecting the organization
- Review facility and space management and identify the key challenges and emerging trends
- Illustrate strategic planning for facilities and infrastructure as well as facility design considerations for efficiency and sustainability
- Integrate technology and smart systems in facility design and apply space planning and design

- Carryout workplace layout, optimization techniques, ergonomics and human factors in space design
- Utilize space management software, tools and internet of things (IoT) applications
- Carryout best practices for effective facility operations and maintenance
- Use effective asset management strategies and lifecycle planning and implement preventive and predictive maintenance programs
- Recognize energy efficiency and sustainability as well as sustainable practices and certifications such as LEED, BREEAM, etc.
- Apply waste management, recycling initiatives, effective asset tracking and inventory management
- Develop technology, automation and smart building systems in facility management
- Recognize integrated workplace management systems (IWMS) and carryout data analytics, predictive maintenance and security and emergency preparedness
- Assess facility security risks and implement access control systems, emergency response planning and protocols
- Employ business continuity and disaster recovery strategies and review service level agreements (SLAS) and performance metrics
- Manage outsourced facility services and build effective partnerships with service providers
- Evaluate workplace wellness and employee experience and design a healthy and productive work environment
- Apply employee engagement and satisfaction surveys and develop workplace flexibility and remote work considerations

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides a wide understanding and deeper appreciation of advanced facility and space management for facility managers, office managers, building owners, contract administration professionals and for those who are interested/involved in implementing proper facilities management in their buildings and site areas.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Pan Kidis, MBA, BSc, is a **Senior Management Consultant** with over **30 years** of extensive experience in **Project Scheduling & Cost Control**, **Project Planning, Scheduling & Cost Control Professional**, **Production Planning & Scheduling**, **Administration** Skills, **Office Management** Skills, **Survey** Skills, **Interviewing** Skills, **Interpersonal** Skills, **Communication** Skills, **Negotiation** Skills, **Presentation** Skills, **Manager** Skills, **Supervisory & Management** Skills, **Counselling** Skills, **Leadership** Skills, **Office Management**, **Code of Conduct**, **Train the Trainer**, **Logistics & Transportation Planning** Methods, **Forecasting Logistics** Demands, Visual Network Model, **Logistics Operations**, **Strategic Transport Planning**, **Transport** System, **Fleet Planning**, Routing & Scheduling, **Transport** Cost Concepts & Elements, Costing Vehicles & Trips, Tariff Fixing, **Supply Chain & Operations** Management, **Logistics & Production** Planning, **Cost Reduction** Techniques, **Inventory** Management, **Business Analysis**, **Risk** Management, **Production** Management, **Warehouse** Management, **Production Planning, Material Requirement Planning**, **Budgeting**, Production & Shop Floor Scheduling, **Cost Analysis**, **Database** Design & Implementation, **Business Administration, Production Data** Acquisition & Analysis, Industrial **Logistics**, Process Improvement, Team Leadership & Training, Textile Manufacturing, Staff Reduction, **Warehouse** and **Shipping**. Further, he is also well-versed in **Cash Flow** Management, **Decision Making** Techniques, Production & Product Inventory Control, **Inventory** Analysis Tools, **Stock Management** Techniques, Material Handling, Process Improvement & Equipment Selection, **Costing & Budgeting**, Wastewater Treatment Plant Monitoring & Control, Volume Tank Measurements, Data Acquisition and Energy Conservation. He is currently the **Business Analyst** of Diasfalisis Ltd. wherein he is responsible in the design of the proposed business model and develop and evaluate new applications.

Mr. Kidis had occupied several significant positions as the **Supply Chain Manager**, **Production Planning & Logistics Manager**, **Purchasing Office Manager**, **Project Manager**, **Assistant Dyeing Manager**, **Production Supervisor**, **Production Coordinator** and Design & Analysis Intern for various international companies such as the Hellenic Fabrics, **AKZO Chemicals Ltd.** and **EKO Refinery** and Greek Navy Force.

Mr. Kidis has a **Master** degree in **Business Administration** from the **University of Kent**, **UK** and a **Bachelor** degree in **Chemical Engineering** from the **Aristotle University of Thessaloniki**, **Greece**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**) and has delivered numerous trainings, courses, workshops, seminars and conferences internationally.

Course Fee

US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0745	*Registration & Coffee*
0745 – 0800	*Welcome & Introduction*
0800 – 0815	***PRE-TEST***
0815 – 0900	***Review of Facility & Space Management***
0900 – 0930	***Key Challenges & Emerging Trends in Facility & Space Management***
0930 – 0945	*Break*
0945 – 1030	***Strategic Planning for Facilities & Infrastructure***
1030 – 1100	***Facility Design Considerations for Efficiency & Sustainability***
1100 – 1130	***Integration of Technology & Smart Systems in Facility Design***
1130 – 1230	***Space Planning & Design***
1230 – 1245	*Break*
1245 – 1300	***How to Review, Verify & Monitor the Activities Related to Facilities & Space Management Plans (eg: Maintenance, Disposal, Operation & Procurement of Furniture)***
1300 – 1415	***How to Evaluate the Existing Plans, Identify the Gaps & Eliminate Risks & Contribute to the Achievement of the Proposed Plan***
1415 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2

0730 – 0830	***Best Techniques Used for Effective, Safe & Recommended Plans to the Organization***
0830 – 0930	***How to Conduct Compliance Checks & Identify Constraints of Space Planning Affecting the Organization***
0930 – 0945	*Break*
0945 – 1030	***Workplace Layout & Optimization Techniques***
1030 – 1100	***Ergonomics & Human Factors in Space Design***

1100 – 1130	***Business Needs for the Use of Space & Learn to Calculate the Floor Areas & Circulation of Space Effectively***
1130 – 1230	***Utilizing Space Management Software & Tools***
1230 – 1245	*Break*
1245 – 1315	***Internet of Things (IoT) Applications in Space Management***
1315 – 1415	***Best Practices for Effective Facility Operations & Maintenance***
1415 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3

0730 – 0830	***Asset Management Strategies & Lifecycle Planning***
0830 – 0930	***Implementing Preventive & Predictive Maintenance Programs***
0930 – 0945	*Break*
0945 – 1030	***Energy Efficiency & Sustainability***
1030 – 1100	***Sustainable Practices & Certifications (LEED, BREEAM, etc.)***
1100 – 1130	***Waste Management & Recycling Initiatives***
1130 – 1230	***Effective Asset Tracking & Inventory Management***
1230 – 1245	*Break*
1245 – 1315	***How to Identify & Best Deliver & Manage Support Services & Building Services***
1315 – 1415	***Technology & Automation in Facility Management***
1415 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4

0730 – 0830	***Smart Building Systems & Automation***
0830 – 0930	***Integrated Workplace Management Systems (IWMS)***
0930 – 0945	*Break*
0945 – 1030	***Data Analytics & Predictive Maintenance***
1030 – 1100	***Security & Emergency Preparedness***
1100 – 1130	***Assessing Facility Security Risks***
1130 – 1230	***Implementing Access Control Systems***
1230 – 1245	*Break*
1245 – 1315	***Emergency Response Planning & Protocols***
1315 – 1415	***Business Continuity & Disaster Recovery Strategies***
1415 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5

0730 – 0830	***Service Level Agreements (SLAs) & Performance Metrics***
0830 – 0930	***Managing Outsourced Facility Services***
0930 – 0945	*Break*
0945 – 1030	***Building Effective Partnerships with Service Providers***
1030 – 1100	***Workplace Wellness & Employee Experience***
1100 – 1130	***Designing a Healthy & Productive Work Environment***
1130 – 1230	***Employee Engagement & Satisfaction Surveys***
1230 – 1245	*Break*

1245 – 1315	***Workplace Flexibility & Remote Work Considerations***
1315 – 1400	***Relevant Actions to Enhance the Facilities & Space Management Plans Across the K Company***
1400 – 1415	***Course Conclusion***
1415 – 1430	***POST-TEST***
1430	*Lunch & End of Course*

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-

Course Coordinator

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