Project &Quality Management · PQ309

Certified Facility Manager (CFM)

Mastering the Core Competencies of Facility Management in Preparation for CFM Certification

Duration	Fee	Category
1 Week	**from £1,400**	**Project &Quality Management**
Ref	**Language**	**Certificate**
PQ309	**English**	**Certificate of attendance**

Introduction

Facility Management (FM) has become a critical discipline in today's complex built environment, integrating people, place, process, and technology to ensure the functionality, comfort, safety, and efficiency of facilities. The Certified Facility Manager (CFM) credential, awarded by the International Facility Management Association (IFMA), is recognised globally as the gold standard for competence in FM.

This intensive training programme is designed to comprehensively prepare participants for the CFM exam by covering all 11 core competency areas required by IFMA, including operations, project management, finance, environmental stewardship, real estate, and more.

Through interactive lectures, real-world case studies, practical exercises, and mock exams, participants will gain deep insight into not only passing the CFM exam but also becoming strategic leaders in their organisations. The programme fosters both technical and managerial skills essential for facility professionals working across industries such as healthcare, education, oil & gas, corporate offices, and government agencies.

Course Objectives of Certified Facility Manager

Upon completing this programme, participants will be able to:

- Understand and apply the 11 core competencies outlined by IFMA for CFM certification.
- Develop strategies for effective facilities planning, operations, and performance management.
- Analyse financial documents, prepare budgets, and manage capital projects.
- Interpret and apply contracts, regulations, and legal compliance standards.
- Incorporate sustainability practices into facilities management.
- Lead and coordinate teams, vendors, and stakeholders effectively.
- Confidently sit for the CFM exam with solid preparation and test-taking strategies.

Course Methodology of Certified Facility Manager

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyse real-world talent acquisition challenges and solutions.

- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organisational Impact of Certified Facility Manager

This training programme will have a positive impact on organisations by:

- Enhances organisational efficiency through optimised facility operations.
- Supports cost savings via better asset management and energy practices.
- Reduces risks by improving legal compliance, safety, and contract administration.
- Builds in-house leadership in FM, reducing reliance on external consultants.
- Strengthens the organisation's credibility by having certified FM professionals.
- Increases the lifespan of facilities and infrastructure through proactive maintenance strategies.

Personal Impact of Certified Facility Manager

Participants will experience personal growth and development, including:

- Recognised credential that boosts career advancement and industry credibility.
- Equips professionals with cross-functional knowledge needed in senior FM roles.
- Improves decision-making capabilities through deeper understanding of operations and finance.
- Strengthens leadership, strategic thinking, and negotiation skills.
- Provides a solid foundation to take and pass the CFM certification exam confidently.

Who Should Attend

This training programme is ideal for:

- Facility Managers and Coordinators
- Operations and Maintenance Managers
- Engineers and Architects transitioning into FM
- Project Managers in construction and infrastructure
- Real Estate and Property Managers
- Procurement and Contracting Officers
- Professionals preparing for the IFMA CFM Exam

Course Outlines

Day 1

Foundations of Facility Management & Leadership

- Overview of IFMA and CFM Certification Requirements
- Introduction to the 11 Core Competencies
- Facility Planning and Strategy Alignment
- Organisational Leadership and Human Factors
- Ethics and Risk Management in FM
- Case Study: Strategic Facility Planning
- Leadership Styles in FM

Day 2

Operations, Maintenance & Sustainability

- Maintenance Planning and Scheduling
- Asset Management and Lifecycle Planning
- Building Systems Overview (HVAC, Electrical, Plumbing)
- Sustainability and Environmental Stewardship
- Energy Management and Green Building Concepts
- CMMS and Technology in FM
- Sustainability Audit Simulation

Day 3

Finance, Business & Real Estate Management

- FM Budgeting and Cost Analysis
- Capital vs. Operational Expenditure
- Financial Reporting and Metrics
- Lease Administration and Real Estate Strategy
- Space Planning and Utilisation Metrics
- Case Study: Optimising Facility Cost Structures
- CFM Exam Practice Questions – Finance/Business Topics

Day 4

Project, Contract & Emergency Management

- Project Management Lifecycle in FM
- Vendor and Contract Management
- Procurement Best Practices
- Legal and Regulatory Compliance
- Emergency Preparedness and Business Continuity Planning
- Developing an FM Emergency Plan
- CFM Exam Practice: Contracts and Project Scenarios

Day 5

Integration, Review

- Integration of Core Competencies in Real-World Scenarios
- Review of Key Concepts and CFM Study Tips
- CFM Practice Exam (Full-length simulation)
- Debrief and Q&A
- Building a Personal Study Plan
- Facility Management Case Simulation

Dates & Venues

Date	Venue	Duration	Fee
23 - 27 Nov 2026	London	1 Week	£5,000
6 - 10 Dec 2026	Online	1 Week	£1,400
14 - 18 Dec 2026	Paris	1 Week	£5,150
20 - 24 Dec 2026	Dubai	1 Week	£3,650
27 - 31 Dec 2026	Istanbul	1 Week	£5,000
28 Dec 2026 - 1 Jan 2027	Bangkok (Thailand)	1 Week	£5,250
28 Dec 2026 - 1 Jan 2027	Kuala Lumpur	1 Week	£5,000

Register or ask about this course online

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