MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Environmental, Urban and Regional Planning

Facilities and Property Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2774	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Magna Skills is delighted to present the Facilities and Property Management Excellence course, designed to equip professionals with the knowledge and skills necessary to efficiently manage and optimize facilities and properties. This program covers a wide range of topics, from strategic facility planning to sustainable practices, ensuring participants can contribute effectively to the overall success of their organizations.

Course Outcomes

Upon completion of the course, participants will:

1. **Understand Facilities and Property Management Principles:**
   - Gain a comprehensive understanding of the principles and fundamentals of facilities and property management.
   - Recognize the role of effective facilities management in supporting organizational goals.
2. **Strategic Facility Planning:**
   - Develop skills in strategic facility planning to align facilities with organizational objectives.
   - Implement effective space management strategies.
3.

Maintenance and Sustainability Practices:

- Learn best practices in property maintenance and sustainable facility management.
- Implement energy-efficient and environmentally friendly initiatives.

4. **Occupancy and Space Utilization:**
   - Understand principles of effective space utilization.
   - Develop strategies for optimizing occupancy and workplace efficiency.
5. **Safety and Security Management:**
   - Implement safety protocols and security measures within facilities.
   - Develop emergency response plans and ensure compliance with safety regulations.

Course Outline / Curriculum

Module 1: Introduction to Facilities and Property Management

- Principles and fundamentals of facilities and property management
- Role of effective facilities management in supporting organizational goals

Module 2: Strategic Facility Planning

- Developing skills in strategic facility planning
- Implementing effective space management strategies

Module 3: Maintenance and Sustainability Practices

- Best practices in property maintenance
- Sustainable facility management initiatives

Module 4: Occupancy and Space Utilization

- Principles of effective space utilization
- Strategies for optimizing occupancy and workplace efficiency

Module 5: Safety and Security Management

- Implementing safety protocols and security measures
- Developing emergency response plans and ensuring compliance

Module 6: Financial Management in Facilities

- Budgeting and financial planning for facilities
- Cost-effective strategies for facilities and property management

Module 7: Technology Integration in Facilities Management

- Utilizing technology for efficient facilities management
- Implementing smart building solutions

Module 8: Regulatory Compliance in Facilities

- Understanding and adhering to regulatory requirements
- Strategies for ensuring facilities comply with industry standards

Module 9: Tenant and Stakeholder Relations

- Managing relationships with tenants and stakeholders
- Addressing concerns and ensuring tenant satisfaction

Module 10: Continuous Improvement in Facilities and Property Management - Establishing mechanisms for continuous improvement - Implementing feedback loops for ongoing enhancement

This comprehensive course is designed for professionals seeking excellence in facilities and property management. The modules cover essential aspects, providing participants with the tools and knowledge to navigate the complexities of this crucial organizational function.

Target Audience

- Professionals who are responsible for the management, operation and maintenance of facilities (buildings, production facilities, utilities, power and water distributions networks landscaping, etc.)
- Professionals aiming to update themselves on the basic elements, best practices and implementation aspects of facilities management.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Facilities and Property Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue /Date	
Estimated Number ofDelegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name	Signature / Stamp	Date