



IFMA™ Trinidad & Tobago
Chapter
International Facility Management Association



AASSA
Association of American Schools in South America



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: US\$ 600 by Sep 10th 2019

Cost includes:
ground transport to and from the Courtyard at Marriott to ISPS, Resource manuals, IFMA Certificate, daily refreshments and a tour of Maracas Beach.

Accommodation:

Special rate for Courtyard by Marriott of
US \$135 + Tax per room per night

Workshop Venue:

*The International School of Port of Spain
Westmoorings
Trinidad and Tobago*

3-DAY WORKSHOP: Sep 25th—27th 2019

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 register, book your hotel, meet your facilitators and to learn much more, please visit: www.isps.edu.tt