

Finance 101 for Facility and Property Managers

Syllabus

Overview

Learn how understanding a few basic finance concepts can propel your project funding requests from denied to approved. Lack of dollars in the budget isn't the reason most projects aren't funded. It's because they are not seen through the lens used by the financial decision makers.

In this course you will learn how to properly calculate the essential financial metrics. Apply these financial concepts to your capital budgeting and project management process. See how to organize a financial presentation for maximum impact. Understand how to evaluate alternative solutions, learn which financial metric is right for your audience, and how to tailor your message to the approval of top management.

Format

This half-day course was specifically designed to give you the maximum information in the least amount of time away from your office. By focusing this course on Facility Managers and Commercial Property Managers, using real world job specific examples you can learn more in less time. Every attendee receives a 3-ring binder and CD packed with every slide and every exercise done in the class. This reference guide also includes case studies and exercises for you to do on your own time.

But that's not all! Included in this course is one full year of online password protected follow-up and support by the instructors. You and your classmates will be able to get your questions answered and see how other facility and property management professionals from across the nation are adding value to their organization.

Please Note: We limit each class to 50 students to maximize interaction between students and instructor.

Why take this course?

Finance is built on a few basic concepts and tool, by mastering these concepts and tools you have the ability to analyze the most complex situation and assess the best course of action. But this is not enough! That's why we also show you how to frame and present your proposal so it gets approved. Giving you the critical mass of knowledge you need to succeed.

Who should take this course?

Whether you own or rent your facilities, work at a publicly traded company, a government agency, a nonprofit, or manage multiple commercial properties - this course has something for you. If your title is Manager, Director, or Vice President - this course has something for you. If you are involved with Operations, Engineering, Planning, Construction, or supervise these important functions - this course has something for you.

Course Outline

This course is a mixture of lecture, case studies, and hands-on exercises done in a classroom setting. When combined with the post-class exercises and case studies contained in the reference guide, and the yearlong online support from your instructors – you will have the basic financial skills you need to succeed.

- Introduction
 - Housekeeping
 - Goals & Objectives

- One Minute MBA
 - The Four Golden Rules of Finance
- Time Value of Money
 - Understanding the Opportunity Cost of Capital
 - The Six Functions of a Dollar
 - Selecting the Appropriate Investment Horizon
 - Getting the Details Right
- Financial Metrics
 - Why the Most Commonly Used Financial Metric is the Worst One to Use
 - Understanding the “Ins and Outs” of Simple Payback, ROI, NPV, and IRR
- Creating & Measuring Value
 - Taking Your Financial Analysis from Cash Flow to Economic Value Added
 - How To Measure Increased Property Value and Shareholder Value
- Three Additional Reasons to Green Light Your Project
 - The Value of Incentives, Rebates & Tax Credits
 - Calculating the Cost of Delaying Your Project
 - Using the Economic Consequence of Rejecting Your Proposal to Get It Approved
- Show Me the Money
 - How to Present to the C-Suite
- Crunching the Numbers
 - Tips & Tricks on Creating Spreadsheets
- Post Classroom Material
 - Exercises
 - Case Studies
 - 40 Formulas You Need to Know
- 12-Month Access to Online Support
 - Q&A Sessions with Course Instructors
 - Network with Peers from Across the Nation
 - Additional Case Studies

Course Materials

- Workbook & Reference Guide – 3-Ring Binder
- CD with Formulas & Worksheets
- 12-Month Access to Online Q&A Sessions with Course Instructors

Course Instructors

David W. Hewett, CCIM, CPM, RPA, CFM, FMA, CRE

Dave is a past Chairman of BOMA International. He is a certified national course instructor for the BOMI International. He was an Alliance Director for CB Richard Ellis (FKA; Trammell Crow Co., Global Services). His insight comes from 30 plus years of experience in real estate, facilities, consulting, and training. He’s managed operating and capital budgets over \$100 million annually including responsibility for building operations, construction, corporate real estate, brokerage, development, and strategic planning services.

B. Alan Whitson, RPA, President of Corporate Realty, Design & Management Institute

Alan’s experience encompasses over 40 million square feet of facilities around the world in the roles of Asset Manager, Corporate Facilities Manager, Construction Manager, and Development Manager. His finance workshops have been among the top rated sessions at IFMA World Workplace. He presents frequently for BOMA, BOMA Canada, NAIOP, and USGBC related events. Alan believes facility managers have undervalued their importance to their organization. He specializes in showing you how to get what you ask for. Discover why one CFO told Whitson, "I now understand where the money should be going at our company."

Locations, Dates & Venues

Atlanta
Austin/San Antonio
Boston
Chicago & Suburbs
Dallas
Denver
Houston
Los Angeles
Minneapolis
New York
Portland, OR
San Francisco Bay Area
Seattle
Washington, DC

Tuition

\$299	per Student
\$239	BOMA and IFMA Professional Members

Educational Credits

BOMI	4 CPDS
IFMA	4 CFM Points