

PROJECT MANAGEMENT



BTS
Training & Consultancy

Certified Facility Manager (CFM)

Website: www.btsconsultant.com

Email: info@btsconsultant.com

Telephone: 00971-2-6452630

Certified Facility Manager (CFM)

Introduction

The main role of a facility manager is to ensure the upkeep and maintenance of buildings so that they meet both safety and health standards as well as legal requirements. This means managing cleaning, catering, waste disposal, parking, and security while still keeping payment records and managing budgets given.

Certified Facility Manager (CFM) Training Course is one of the most demanded certification courses in this field. Facility management certification training provides in-depth knowledge of facility management professionals, facility managers, management professionals, etc.

Certified Facility Managers is the globally recognized certification and FMP credential to help you achieve better Knowledge about the Facility management work and to become an FM professional.

Objectives

At the completion of this course, learners will be able to

- Know important terminologies, guidelines, practices, assessment techniques to effectively management tangible assets under facilities management
- Keep abreast of sustainability concepts and assessment techniques under waste management, water management, energy management etc., and ensure legal compliance
- Recognize, evaluate and manage human, political, social, economic and industry factors affecting facility management and strategically align facility management with the organization
- Apply tools and techniques to planning, coordinating, implementing, evaluating and closing out facility management projects.
- Understand and employ financial and business aspects such as capital budgeting, financial analysis & reporting, procurement contracting etc.,
- Apply various metrics, steps, assessment tools and techniques in quality,risk ,information and technology management

Who should attend?

Certified Facility Manager (CFM) training course is ideal for:

- Individuals who desire to enter the facilities management profession
- Professionals who are involved in the design or management of facilities, building operations, maintenance operations, construction, or occupational safety

Course Outline

Day 1-Workplace environment

- Occupant services
- Occupant health, safety and security
- Buildings, building systems, infrastructure, and grounds
- Furniture, fixtures, and equipment
- Physical safety and security
- Operations and maintenance processes
- Work management support systems
- Renewals and renovations
- Eliminating team impediments
- Managing virtual team

Day 2-Strategic planning and alignment with the demand organisation

- Policies, procedures and compliance
- Individual and team management
- Leadership
- Relationship and conflict management
- Change management
- Corporate social responsibility
- Political, social, economic, and industry factors affecting facility management

Energy management

- Water management
- Materials and consumables management
- Waste Management
- Workplace and site management

Day 3-Facility Information Management and Technology Management

- Data collection and information management
- Information protection and cyber-security
- Technology needs assessment and implementation
- Maintenance and upgrade of technology systems

Day 4-Risk management & communication

- Risk management planning
- Emergency preparedness, response and recovery
- Facility resilience and business continuity
- Planning
- Delivery
- Evaluation

Day5-finance and business

- Operational and capital budgeting
- Evidence-based decision-making process (e.g. business case)
- Procurement (e.g. purchasing, sourcing of goods and services)
- Contracting
- Financial analysis and reporting

Real estate strategies

- Real estate assessment, acquisition, and disposal
- Real estate asset management
- Space management
- Major projects and new construction