

**Certified  
Facility Management  
Professional**



**WHO SHOULD ATTEND?**

As a Certified Facility Management Professional course, Muhtarif is the ideal next step for all those who have completed the Ta'aseesy Foundation in FM course.

## DAY 1

Session	Session Topic
Topic 1	Introduction
Topic 2	Review of Ta'aseesy Level Finance Material
Topic 3	Introduction to Management Accounting
Topic 4	Cost Accounting, Classification & Behaviour
Topic 5	Materials & Labour Costs
Topic 6	Overhead Apportionment & Absorption

## DAY 2

Session	Session Topic
Topic 1	Price, Value & Quality
Topic 2	Costing Systems
Topic 3	Budgeting
Topic 4	Standard Costing & Variance Analysis
Topic 5	Responsibility Accounting
Topic 6	Course Review

## DAY 1

Session	Session Topic
Topic 1	Introduction
Topic 2	Review of Ta'aseesy Level O&M Material
Topic 3	Introduction to Operations Management
Topic 4	Operations Strategy
Topic 5	Designing Services
Topic 6	Supply Chain Management

## DAY 2

Session	Session Topic
Topic 1	Total Quality Management
Topic 2	Quality Control
Topic 3	Forecasting
Topic 4	Facility Layouts
Topic 5	Work System Design
Topic 6	Inventory Management
Topic 7	Course Review

## DAY 1

Session	Session Topic
Topic 1	Introduction
Topic 2	Review of Ta'aseesy Project Management Material
Topic 3	Project Management Overview
Topic 4	The Project Manager
Topic 5	Project Planning
Topic 6	Developing Goals & Objectives
Topic 7	Project Risk

## DAY 2

Session	Session Topic
Topic 1	Using the Work Breakdown Structure
Topic 2	Scheduling Project Work
Topic 3	Producing a Workable Schedule
Topic 4	Project Control
Topic 5	Change Control
Topic 6	Managing the Project Team
Topic 7	Course Review

## DAY 1

Session	Session Topic
Topic 1	Introduction
Topic 2	Review of Ta'aseesy Level Sustainability Material
Topic 3	Introduction to Sustainability
Topic 4	Business Continuity Planning
Topic 5	Corporate Social Responsibility

## DAY 2

Session	Session Topic
Topic 1	Managing Sustainable Development
Topic 2	Sustainable Procurement
Topic 3	Asset Management
Topic 4	Collaborative Business Relationships
Topic 5	Group Exercises: Identifying Sustainable FM Practices
Topic 6	Course Review

DAY 1

Session	Session Topic
Topic 1	Introduction
Topic 2	Review of Ta'aseesy Leadership & Strategy Course Material
Topic 3	Introduction to Organisations & Behaviour
Topic 4	Approaches to Management & Leadership
Topic 5	Organisational Structure & Culture

DAY 2

Session	Session Topic
Topic 1	Motivational Theories
Topic 2	Relationship Management - Strategies for Customer Retention
Topic 3	Working with others: Teamwork, Groups & Group Dynamics
Topic 4	Course Review

How to register for this course:

Our rates are as follows:

<b>Strategic Corporate &amp; Corporate Members:</b>	
Cost of each module:	USD 450
Cost for all 5 modules:	USD 2,000
<b>Associate Members:</b>	
Cost of each module:	USD 510
Cost for all 5 modules:	USD 2,300
<b>Non-Members:</b>	
Cost of each module:	USD 630
Cost for all 5 modules:	USD 2,900

For additional information. Please contact:  
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The MEFMA Muhtarif Certified Facility Management Professional Course is recognized by:

