

Facility Manager Certification Course



WHO SHOULD ATTEND?

This in-depth Facility Management course is ideal for all facility managers & engineers with more than 2 years of FM experience. It is also ideal for architects, developers, facility owners, and operators who wish to gain essential knowledge of the Facility Management profession.



| | Module Topics |
|---------|---------------------------------|
| Topic 1 | What is FM? |
| Topic 2 | Trends in FM |
| Topic 3 | Professionalism & Globalization |
| Topic 4 | Motamad Modules |

| | Module Topics |
|---------|------------------------------|
| Topic 1 | Introduction to O&M |
| Topic 2 | Asset Management |
| Topic 3 | Managing Maintenance |
| Topic 4 | Facility Management Software |
| Topic 5 | Managing Services |
| Topic 6 | Specifying Services |
| Topic 7 | Selecting Providers |
| Topic 8 | Performance Management |

| | Module Topics |
|---------|----------------------------|
| Topic 1 | Introduction |
| Topic 2 | Project Management Process |
| Topic 3 | Concept |
| Topic 4 | Planning |
| Topic 5 | Execution |
| Topic 6 | Termination |

| | Module Topics |
|----------|----------------------|
| Topic 1 | Introduction |
| Topic 2 | Finance Fundamentals |
| Topic 3 | Budgeting |
| Topic 4 | Managing Value |
| Topic 5 | Lifecycle Analysis |
| Topic 6 | Procuring Services |
| Topic 7 | Contracts |
| Topic 8 | Communications |
| Topic 9 | Business Cases |
| Topic 10 | Business Continuity |

| | Module Topics |
|---------|---------------------|
| Topic 1 | Introduction |
| Topic 2 | Sustainable Systems |
| Topic 3 | Sustainable Sites |
| Topic 4 | Water Efficiency |

| | Module Topics |
|---------|------------------------------|
| Topic 5 | Energy Conservation |
| Topic 6 | Materials Management |
| Topic 7 | Waste Management |
| Topic 8 | Indoor Environmental Quality |

| | Module Topics |
|---------|-----------------------|
| Topic 1 | Introduction |
| Topic 2 | Leadership |
| Topic 3 | Strategy |
| Topic 4 | Organizational Design |
| Topic 5 | Managing Teams |

| | Module Topics |
|---------|---------------------|
| Topic 6 | Policy & Procedures |
| Topic 7 | Quality Management |
| Topic 8 | Ethics & Behavior |
| Topic 9 | Health & Safety |

For Registrations:

To register for the course, please visit:
www.mefma.org

***Course fees include the certification exam**

***Group discounts are available**

***The course can be conducted in-house;
 tailored to meet the specific needs of your entity**

**MEFMA also offers MUHTARIF Facility
 Management Professional Certification course,
 which is the next level after completion of the
 MOTAMAD course**



The MEFMA MOTAMAD Facility Manager
 Certification Course is recognized by:

