MEFMA

مــحــتــرف
MUHTARIF

FACILITY MANAGEMENT PROFESSIONAL CERTIFICATION

Facility Management Professional Certification Course

MEFMA
TRAINING CENTER
مـركـز الـتـدريـب

WHO SHOULD ATTEND?

As a Facility Management Professional Certification course, MUHTARIF is the ideal next step for all those who have passed the MOTAMAD Facility Manager Certification exam, and have minimum 3 years of experience in the field of facilities management.

Module 1   Operations & Maintenance

Session	Session Topic
Topic 1	MOTAMAD Course Review
Topic 2	Introduction
Topic 3	Operations Strategy
Topic 4	Using Technology
Topic 5	Improving Productivity

Session	Session Topic
Topic 6	Designing Services
Topic 7	Managing Quality
Topic 8	Inventory Management
Topic 9	Business Continuity
Topic 10	Summary

Module 2   Project Management

Session	Session Topic
Topic 1	MOTAMAD Course Review
Topic 2	Introduction
Topic 3	Working with PMs
Topic 4	Project Justifications
Topic 5	Developing Objectives
Topic 6	Facilities Considerations

Session	Session Topic
Topic 7	Project Planning / Scheduling
Topic 8	Managing Project Risk
Topic 9	Control & Change Management
Topic 10	Managing Project team
Topic 11	Space Planning
Topic 12	Summary

Module 3 — Finance & Business

Session	Session Topic
Topic 1	MOTAMAD Course Review
Topic 2	Introduction
Topic 3	Using and Analyzing
Topic 4	Getting Value
Topic 5	Expense Budgets
Topic 6	Cost Accounting

Session	Session Topic
Topic 7	Costing System
Topic 8	Developing Procedures
Topic 9	Strategic Procurement
Topic 10	Supply Chain Management
Topic 11	Collaborative Business Relations
Topic 12	Summary

Module 4a — Asset Management

Session	Session Topic
Topic 1	MOTAMAD Course Review
Topic 2	Introduction
Topic 3	Asset Management
Topic 4	Lifecycle Analysis

Session	Session Topic
Topic 5	Maintenance Vs. Replacement
Topic 6	Capital Planning
Topic 7	Program Management
Topic 8	Summary

Module 4b — Sustainability

Session	Session Topic
Topic 1	MOTAMAD Course Review
Topic 2	Introduction
Topic 3	Sustainable Technology
Topic 4	Sustainable Practices

Session	Session Topic
Topic 5	Selling & Communicating Sustainability
Topic 6	Sustainable Procurement
Topic 7	Corporate Social Responsibility
Topic 8	Summary

Session	Session Topic
Topic 1	MOTAMAD Course Review
Topic 2	Introduction
Topic 3	Organization & Design
Topic 4	Organizational Structure & Culture
Topic 5	Leadership & Management

Session	Session Topic
Topic 1	Managing Conflict
Topic 2	Motivating
Topic 3	Working with Teams
Topic 4	Summary

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
Middle East
Facility Management
Association
جمعية الشرق
الأوسط لإدارة المرافق

The MEFMA MUHTARIF Facility Management
Professional Certification Course is recognized by:

GlobalFM