



# MOTAMAD 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.



	<b>Module Topics</b>
Topic 1	What is FM?
Topic 2	Trends in FM
Topic 3	Professionalism & Globalization
Topic 4	Motamad Modules

	<b>Module Topics</b>
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

	<b>Module Topics</b>
Topic 1	Introduction
Topic 2	Project Management Process
Topic 3	Concept
Topic 4	Planning
Topic 5	Execution
Topic 6	Termination

	<b>Module Topics</b>
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 4

## Sustainability

	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 5

## Leadership & Strategy

	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](http://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:

