

FMP

FACILITIES MANAGEMENT PROGRAMME

GAUTENG: MIDRAND / CENTURION / PRETORIA*



CEA
CAREER EXCEL ACADEMY

**5 DAY
COURSE**

Offered by Career Excel Academy (CEA)
in collaboration with Higher Education Institutions (HEI)

In partnership with



TUITION FEE: R17 600

Inclusive of all study material, venue & catering

AIM OF THE COURSE

The FMP is an intensive five day course structured to serve all built environment practitioners offered in collaboration with Higher Education Institutions (HEI). It is aimed at people in first and middle management positions. This course is structured to enhance innovative thinking and entrepreneurship. It is not recipe based, but strongly focussed on innovation and career development. We learn people to think! Private sector practitioners as well as the public sector have substantially benefitted from this course over the years. More than 1,300 delegates, including persons from other countries, have attended this course, many of whom have been launched onto a lucrative FM career path.

STRUCTURE AND CONTENT

The FMP has been structured to provide delegates with a thorough understanding of facilities management and the application thereof in practice. The course distinguishes between asset management, property management, facilities management, maintenance management and equip delegates with a knowledge base suitable for structuring and executing a facilities management strategy.



TOPICS THAT ARE DEALT WITH

The following are the main topics that are discussed:

- ★ Facilities Management: Defined
- ★ Body of knowledge/competencies
- ★ Structure of the built environment
- ★ General & Strategic Management
- ★ Business Plans
- ★ Space creation & management
- ★ Administration, information and communication technology
- ★ Building information modelling and facilities management computerisation
- ★ Asset & Property management
- ★ Financial management
- ★ The client, service level agreements and (post) occupancy management
- ★ Benchmarking and performance management
- ★ Services: Outsourcing/in-house provision
- ★ Condition assessment and maintenance budgeting: Maintenance management, Pest Control



TOPICS CONTINUE...

- Intelligent, energy efficient and green buildings
- Passive environmental control
- Facilities Management legal environment: Law of contracts; Dispute resolution; Lease agreement; Leasing of space; Deflict and the facilities manager
- Marketing and public relations
- Human resources
- Communication
- Occupational health and safety
- Risk management
- Regulatory environment
- Facilities manager as project manager
- Total quality management
- Public/private partnerships
- Facilities management quo vadis: Education, innovation & research

ASSESSMENT

As part of our ongoing quality assurance, candidates take part in the following: A short open book "Knowledge Gained Survey" on the final day of the programme.

Compilation and submission of a practical and own workplace applicable assignment two months after completion of the course.

The course content is extensive, but delegates receive comprehensive study material for utilisation when preparing the assignment, and to support future career development.

INFORMATION AND REGISTRATION

Queries related to Course Content: Prof Dries Hauptfleisch
Programme Administrator: Vicki Fourie

+27 12 808 9959

info@cea.co.za



+27 82 820 0690

PO Box 75124, Lynnwood Ridge, 0041

cea.co.za

CERTIFICATION

A certificate of competence is issued to delegates who have taken part in the knowledge survey and completed the assignment successfully. A certificate of attendance is issued to other delegates. In terms of the Higher Education Quality Committee (HEQC) Framework for Delegated Functions, Higher Education Institutions (HEI) have the authority to quality assure its own Short Learning Programmes (SLPs) and the certification is thus also SAQA compliant.

WHO SHOULD ATTEND

The concept and implementation of facilities management has become a major service and career focus. This course consistently enjoys very favourable evaluations from delegates. It has depth, and it offers immediate practical applications that energise and build careers. It has a proven track record that demonstrates career enhancement for persons on all levels who are responsible for the management of facilities of all types. Candidates come from the private and public sector, many from other countries, to attend the FMP.

COMMENTS FROM DELEGATES WHO ATTENDED PREVIOUS FMP COURSES FACILITATED BY CEA

Very informative; thought provoking; useful for practical implementation.

Amazed that facilities management plays such an integral part with environmental aspects.

Taught things that we never thought about.

I have developed a completely new approach towards my job.

I learnt a great deal that I didn't know and the material will be a good reference in the future.

This course provided an excellent insight into the need for Facilities Management.

It was empowering and productive!

This is a great course and very helpful.