

FMP

Facilities Management Programme

GAUTENG: MIDRAND / CENTURION / PRETORIA
(5-DAY CLASSROOM BASED SHORT COURSE)

NATIONWIDE: E-LEARNING
(4 MONTHS ONLINE)



AIM OF THE COURSE

The Facilities Management Programme (FMP) is an intensive course structured to serve all built environment practitioners. 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 teach people to think creatively. 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 established lucrative FM career paths.



INFORMATION AND REGISTRATION

Kindly complete the attached registration form and submit to info@cea.co.za.

Queries related to Course Content: Prof Dries Hauptfleisch
Department Head: Karel Oberholzer
Programme Administrator: Vicki Fourie

+27 12 808 9959

+27 82 820 0690

info@cea.co.za

cea.co.za



TOPICS DISCUSSED

- Facilities Management: defined
- Body of knowledge/competencies
- Structure of the built environment
- General and strategic management
- Business plans
- Space creation and management
- Administration, information and communication technology
- Building information modelling and facilities management computerisation
- Asset and property management
- Financial management
- Operational 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
- Built environment terminology.

CONTINUED ON NEXT PAGE

Our continuous quality management and evaluations obtained from delegates consistently reflect that our FMP courses are excellent learning experiences.

Enhance your career prospects now!

TOPICS (Continued)

- Intelligent, energy efficient and green buildings
- Passive environmental control
- Facilities Management legal environment:
- Law of contracts; dispute resolution; Lease agreement; Leasing of space; Delict 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:
Education, innovation & research

STRUCTURE & 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.

SELECT THE MOST SUITABLE METHODOLOGY FOR YOUR NEEDS:

E-LEARNING METHODOLOGY & WORKLOAD

- This programme is offered on an e-learning platform.
- All the topics are dealt with by a number of experienced professionals /lecturers who will work through the fundamentals regarding each topic.
- All the lectures will be provided to delegates by e-mail.
- This is not a talk shop and learning material will be provided to delegates before the lectures commence. Delegates will be guided by the lecturers to utilise the study material provided, which will be in the format of hand books, e-lectures and in e-mail slides.
- The time required to work through all the learning material and e-lectures is estimated at 60 hours, spread over approximately three months.
- The above is enhanced by the requirement that delegates submit prescribed assignments, in which the knowledge gained is developed specifically for workplace application by delegates. The assignments are structured to entail a total workload of approximately 20 hours for preparation and submission by e-mail. These assignments will be evaluated and delegates will receive quantified feedback on their submissions.

CLASS LEARNING METHODOLOGY & WORKLOAD

- This programme is classroom based and will be presented over 5 days at a venue in Pretoria or Midrand.
- All the topics are dealt with by a number of experienced professionals /lecturers who will work through the fundamentals regarding each topic.
- The course content is extensive, but delegates receive comprehensive study material for utilisation when preparing the assignment, and to support future career development.
- The course is enhanced by the a short open book "Knowledge Gained Survey" on the final day of the programme and the compilation and submission of a practical and own workplace applicable assignment to be submitted two months after the completion of the course.

ASSESSMENT

As part of our ongoing quality assurance, candidates are required to submit assignments. The compilation and submission of practical and own workplace applicable assignments add to the personal career development of candidates. The course content is extensive, but delegates receive comprehensive study material for utilisation when preparing the assignments, and to support future career development.

CERTIFICATION

A certificate of competence is issued to delegates who have completed the assignments successfully. A certificate of attendance is issued to other delegates.

E-LEARNING TUITION FEE

SAPOA members: R17 600
Non-SAPOA members: R19 800
Inclusive of all study material.

CLASS LEARNING TUITION FEE

SAPOA members: R19 800
Non-SAPOA members: R22 000
Inclusive of all study material.

You are responsible for your own accommodation & transport.

WHO SHOULD ATTEND?

The concept and implementation of facilities management has become a major service and career focus. This course 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.