MEFMA
معـتـمـد
MOTAMAD
CERTIFIED FACILITY MANAGER
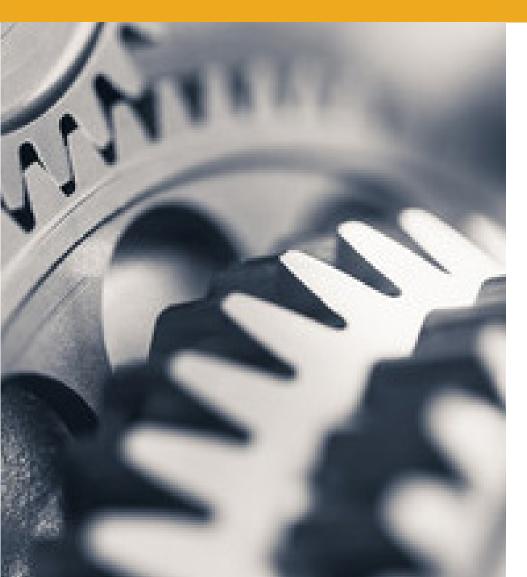
Certified Facility Manager Course

MEFMA
TRAINING CENTER
مركـز التدريـب

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 0   Facility Management Fundamentals

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

Module 1   Operations & Maintenance

	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 2   Project Management

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

Module 3   Finance & Business

	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 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

How to register for this course:

For additional information/Group Discounts, please contact MEFMA:
info@mefma.org • www.mefma.org

*Course fees includes the certification exam

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

MEFMA
Middle East
Facility Management
Association
جمـعـيـة الـشـرق
الأوسط لإدارة المرافق

The MEFMA MOTAMAD Certified
Facility Management Course is recognized by:

GlobalFM ™