



Your Success in Facilities Management

with

**Competent Facilities Practitioner
Program**

brought to you by:

supported by:



Participants of the CFP Program would benefit from:

- ✓ Essential manual materials
- ✓ Interactive small group teaching and learning
- ✓ Practice oriented assignment
- ✓ Certification on successful completion
- ✓ Networking with fellow practitioners.

So whether one is new in the facilities management field or is considering to upgrade into facilities management career, CFP Program is the ideal learning opportunity to enhance success.

CFP is a knowledge, practice and competency based program.

CFP Program is to equip Executives, Managers and Professionals in transiting to or upgrading in the facilities management field to be competent to practice well in it.

This program emphasizes the integration of management expertise on engineering practice for a holistic approach.



1010 Dover Road, #02-04, Singapore 139658
Tel: (65) 6100 3672 Fax: (65) 6777 1057
www.fms-1.com



Please tick (✓) your choice module(s)

- Foundation Level - Facilities Management Essentials**
- 2 days - 8:30am to 5:30pm - SGD 800
- Intermediate Level - Facilities Operations and Maintenance**
- 2 days - 8:30am to 5:30pm - SGD 1,000
- Intermediate Level - Managing and Leading Facilities**
- 2 days - 8:30am to 5:30pm - SGD 1,000
- Advanced Level - Strategic Facilities Management**
- 2 days - 8:30am to 5:30pm - SGD 1,200

**Enjoy 50% course fee funding from NTUC.
NTUC members are also eligible to claim up to
\$250 per year under the UTAP**

Foundation Level:

Facilities Management Essentials

The elements of Facility introduces the architectural, building structure, mechanical and electrical services, internal space and external grounds. Focus will introduce the importance of technology, which is basic to facilities management.

Strategy introduces the managerial function of planning. It includes the determination of ends and means in the planning process for facility management.

Leadership covers both individual and group behavior in facility organizations. It covers individual leadership traits and leadership of work groups.

Communication examines the process of communication through various channels and media used in facility management.

Intermediate (Technical) Level:

Facilities Operations & Maintenance

The function of facility operations covers the operations and maintenance of facilities to provide a safe, secure and well functioning environment in support of organization core activities.

Process supervision focuses on the coordination and supervision of the interrelated and interdependent facilities operations' activities. Record management covers the distribution, storage and retrieval of documents.

Space utilization introduces space solutions that support the flow of work of organization. Service maintenance covers the types of maintenance in keeping the building services function as designed and in enhancing their efficiency.

Environment protection covers on how technology plays a part in protecting the environment

Intermediate (Management) Level:

Managing & Leading Facilities

The cycle of facility management goes through project, design, construction and maintenance stages. Challenges and solutions to facility management for each of these stages are covered in detailed facility planning function, work organizing function and people motivating function.

Facility planning includes acquisition and using the facility.

Work organizing applies to individual and group work stations.

People motivating covers measurement of individual and group performance.

Advanced Level:

Strategic Facilities Management

Business forecasting covers the projected performance of cost and profit centers of facilities. Environmental trending examines the changes and advancements in the business and technology environments affecting facility management.

Organizational structuring focuses on designing the optimum organization set-up for facility management departments.

Total managing stresses on the importance of integration of various facility sub-management systems. Needs analysis determines the complete and deeper needs of users of facilities.

People performing examines the significant improvement of productivity of individuals and groups working on facilities. Quality upgrading goes beyond feedback into feed-forward control.

Name:

Singaporean or PR

NRIC No:

Non Singaporean

Designation:

Company:

Email:

Contact No:

Billing address:

Terms & Conditions:

Please send, fax or email this registration form and cheque (by mail) to:

FMS Associates Asia Pte Ltd
1010 Dover Road, #02-04, Singapore 139658

Fax: (65) 6777 1057 email: registration@fms-1.com

Registration: Upon receipt of your registration and payment, a place will be reserved for you.

Payment terms: All cheques/bank drafts must be made payable to **FMS Associates Asia Pte Ltd**. Crossed and marked 'A/C payee only' with the program title(s) indicated on the back of the cheques. Payment must be made before commencement of the course.

Refund Policy: Any request for cancellation or transfer must be made at least 7 working days before the event date, after which 25% of course fee will be chargeable. Any notification after that will not be accepted and the full course fee will be charged.

FMS reserves the right to amend, postpone or cancel the programme/course due to unforeseen circumstances.