

FULL COURSE CIDB ASSESSMENT THROUGH METHOD 1

BATCH 3

06/08/2024 - 25/08/2024

PROGRAM SCHEDULE

CERTIFIED FACILITY MANAGEMENT MANAGER - FMM

NOTES:

- Class will conduct via online thru Mega Jati Academy Learning Management System(LMS).
- 2) All the notes, videos, exercise, is ready in the Learning Management System (LMS)
- 3) Suggestion time to complete all the exercises in the schedule is as a guideline however subject to participant planning.
- Interactive classes with trainers will be held three times in the evening (8.30pm - 10.30pm). For anyone unable to attend, recordings will be made availablefor reference.
- 5) The link for the interactive class will be given in the WhatsApp Group once confirmed.
- 6) This schedule is subjected to change.

MEGA JATI ACADEMY SDN BHD

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Program Outcome:

NO	SPECIFIC	PROGRAM OUTCOME STATEMENT			MODULE								
	CRITERIA		1	2	3	4	5	6	7	8	9	10	11
1	Knowledge and Competent	Facilities Management Manager who has extensive Knowledge and Competent in Facilities Management accomplishing to plan, coordinate, organize, monitor, control, mitigate and manage a facility in meeting the budget, duration and quality deliverables expected along building life cycle.											
2	Professional Ethics, Environment, Safety and Health	Facilities Management Manager who upholds and demonstrates the importance of Professional Ethics , Environment , Safety and Health work culture at the facility and prioritize the sustainable approach in his management.											
3	Operation & Maintenance and Technology Application	Facilities Management Manager who evaluating a range of Operation and Maintenance facilities management techniques across project under taking which include planning, execution and control to underpin substantial and reasonable judgmental evaluation. Adapt sustainable Technology Application in the process of operation and maintenance											
4	Communication and FM Team	Facilities Management Manager who excel in effective communication with his employer and team member which able to translate the needs into satisfactory Project Management and leading a negotiation with stakeholders and multi-disciplinary FM Team for compliance with all needs, technical and commercial requirements.											
5	Quality, Planning, Monitoring and Control	Facilities Management Manager who ensuring a Quality deliverable from his team services through the efficient Planning, Monitoring and Control with establishment of management procedures in risk management, proactive and reactive maintenance in predicting and forecasting followed by mitigating using specific conventional techniques and modern facilities management tools for satisfactory quality assurance.											

NO	SPECIFIC	SPECIFIC					MODULE										
	CRITERIA	PROGRAM OUTCOME STATEMENT	1	2	3	4	5	6	7	8	9	10	11				
6	Procurement, Finance and Budget Management	Facilities Management Manager who demonstrate the comprehensive understanding of project Procurement , Finance and Budget Management principles start from initial conceptual stage through client's needs/brief for effective procurement and in the same time, able to predict and forecast the cash flow and execute the financing control along the project delivery until closing account.															
7	Tender, Contract and Vendor Management	Facilities Management Manager who well verse in Tender, Contract and Vendor Management activities and procedures in delivering high yield investment to his employer through systematic SWOT analysis and solve discrepancies or using appropriate dispute resolution strategies in accordance with the contract.															
8	Personal Skill and Entrepreneurship Skills	Facilities Management Manager who leading an exemplary Personal Skill include self-directing lifelong learning and facilitate great worthy Entrepreneurship Skills and continuously explore and obtain related competencies for an efficient and excellence of Facility Project Management.															

Program Module:

Module for **Certified Facility Management Manager** as follows:

Module Number	Module Name
Module 01 (M01)	Introduction to Facility Management
Module 02 (M02)	Operation & Maintenance Planning
Module 03 (M03)	Leadership and Strategy Planning
Module 04 (M04)	Finance & Business Planning
Module 05 (M05)	Risk Management Control
Module 06 (M06)	Communication Planning
Module 07 (M07)	Human Resources Planning
Module 08 (M08)	Contract Management Governance
Module 09 (M09)	Quality Control Management
Module 10 (M10)	Project Management Planning
Module 11 (M11)	Technology Management Planning

Course: Certified Facility Management Manager (FMM)

Module Number	Module Name	Date	Time	Remarks
M1	Introduction to Facility Management	6 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
M2	Operation & Maintenance Planning	7-8 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
М3	Leadership and Strategy Planning	9-10 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
М4	Finance & Business Planning	11-12 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
М5	Risk Management Control	13-14 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
М6	Communication Planning	15-16 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
M7	Human Resources Planning	17-18 Aug 2024	8.30am – 5.30 pm	Self-Learning using LMS
М8	Contract Management Governance	19-20 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
М9	Quality Control Management	21-22 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
M10	Project Management Planning	23-24 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
M11	Technology Management Planning	25 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
Interact	ive Class with Trainer (via Zoom Online)	6Aug 2024	8.30pm-10.30pm	Remote online learning via Zoom
Interact	ive Class with Trainer (via Zoom Online)	13 Aug 2024	8.30pm-10.30pm	Remote online learning via Zoom
Interact	ive Class with Trainer (via Zoom Online)	20 Aug 2024	8.30pm-10.30pm	Remote online learning via Zoom

^{**}This schedule is subjected to change.

Training Method classified as Hybrid; There are 2 method of training method conducted.

e-learning & remote online learning

- 1. Online self-learning (e-learning) Participant will be provide user ID & password to access Learning Management System (LMS) @ Student Portal where they can access 24 hours (recommended 9.00am 530pm daily) at their convenience schedule during training period to view recorded training for every module video, presentation slide, training handouts & library with 200+ reading material, latest act, rules & regulation and other related article. Secretariat and trainer will monitor their access into LMS where they required to answer Knowledge Assessment (KA) for every module within specific period given.
- 2. Interactive Class with Trainer (remote online learning via Zoom) Participant will have engagement with experience trainer live via zoom training at scheduled date and time to allow 2-way communication, get detail explanation on next module learning and update Self-Assessment Report progress. In this session, participant can share their real experience or ask any question related to their daily issue faced to get our trainer suggestion solution. Due to tight timeframe & participant from various country branch, this session conducted via Zoom (online interactive communication) between participant with trainers.