



FULL COURSE CIDB ASSESSMENT THROUGH METHOD 1

BATCH 2

06/08/2024 – 25/08/2024

PROGRAM SCHEDULE

CERTIFIED FACILITY MANAGEMENT EXECUTIVE (FME)

NOTES:

- 1) 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.
- 4) 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 available for reference.
- 5) The link for the interactive class will be given in the WhatsApp Group once confirmed.
- 6) *This schedule is subjected to change.*

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2024

Program Module:

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

Module Number	Module Name
Module 01 (M01)	Introduction to Facilities Management
Module 02 (M02)	Operation And Maintenance (O&M) Coordination
Module 03 (M03)	Leadership & Strategy Implementation
Module 04 (M04)	Finance Administration
Module 05 (M05)	Communication
Module 06 (M06)	Human Resource Management
Module 07 (M07)	Contract Administration
Module 08 (M08)	Quality Control and Legislation Coordination
Module 09 (M09)	Project Management

Course: Certified Facility Management Executive (FME)

Module Number	Module Name	Date	Time	Remarks
M01	Introduction to Facilities Management	6 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
M02	Operation And Maintenance (O&M) Coordination	7-8 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
M03	Leadership & Strategy Implementation	9-10 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
M04	Finance Administration	11-12 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
M05	Communication	13-14 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
M06	Human Resource Management	15-16 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
M07	Contract Administration	17-18 Aug 2024	8.30am – 5.30 pm	Self-Learning using LMS
M08	Quality Control and Legislation Coordination	19-21 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
M09	Project Management	22-25 Aug 2024	8.30am – 5.30pm	Self-Learning using LMS
	Interactive Class with Trainer (via Zoom Online)	6 Aug 2024	8.30pm-10.30pm	Remote online learning via Zoom
	Interactive Class with Trainer (via Zoom Online)	13 Aug 2024	8.30pm-10.30pm	Remote online learning via Zoom
	Interactive 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.**