

# FULL COURSE CIDB ASSESSMENT THROUGH METHOD 1

### **BATCH 1**

04/02/2025 - 23/02/2025

## PROGRAM SCHEDULE

# CERTIFIED FACILITY MANAGEMENT EXECUTIVE (FME)

#### **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**

No 62, First Floor Bandar Puteri Jaya Jalan BPJ 1/1, Seksyen 1, Sungai Petani08000, Kedah, MALAYSIA +604 424 2215 / +6017 419 3031 / academy@megajaticonsult.com

## **Program Outcome:**

NO	SPECIFIC	KSA	PROGRAM OUTCOME STATEMENT	MODULE								
	CRITERIA			1	2	3	4	5	6	7	8	9
1	Knowledgeable and Competent	KS	Facilities Management Executive who is <b>knowledgeable</b> , <b>competent</b> to facilitate, coordinate and fulfil the FM works efficiently in meeting the budget, duration and satisfactory deliverables expected in the operation and maintenance along building life cycle operation.									
2	Communication, Leadership and Human Resource	S A	Facilities Management Executive who is reliable, helpful and able to <b>communicate</b> effectively in multi-peer organizations and contribute his skills for efficient facilities management using established <b>leadership</b> and strategy implementation executed by his <b>human resource</b> administration.									
3	Contract and Finance	KA	Facilities Management Executive who demonstrate the sufficient understanding of project procurement, able to admin the <b>contract</b> and <b>finance</b> principles start from initial conceptual stage through client's needs/brief to assist an effective facilities management implementation.									
4	Safety, Quality and Legislation	KSA	Facilities Management Executive who uphold the importance of safety culture in the workplace and ensuring a quality and legitimate deliverables from his services including performing related assessment and control measures.									
5	Teamwork, Ethical, Sustainability Environment and Project Management	KA	Facilities Management Executive who is able to work independently yet effectively in multi-disciplinary team, delivering ethical responsibility towards the society, environment and embrace the important of sustainable operation in his profession that to be in-line with his efficient project management skills.									

## **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	4 Feb 2025	8.30am – 5.30pm	Self-Learning using LMS		
M02	Operation And Maintenance (O&M) Coordination	5-6 Feb 2025	8.30am – 5.30pm	Self-Learning using LMS		
M03	Leadership & Strategy Implementation	7-8 Feb 2025	8.30am – 5.30pm	Self-Learning using LMS		
M04	Finance Administration	9-10 Feb 2025	8.30am – 5.30pm	Self-Learning using LMS		
M05	Communication	11-12 Feb 2025	8.30am – 5.30pm	Self-Learning using LMS		
M06	Human Resource Management	13-14 Feb 2025	8.30am – 5.30pm	Self-Learning using LMS		
M07	Contract Administration	15-16 Feb 2025	8.30am – 5.30 pm	Self-Learning using LMS		
M08	Quality Control and Legislation Coordination	17-19 Feb 2025	8.30am – 5.30pm	Self-Learning using LMS		
M09	Project Management	20-23 Feb 2025	8.30am – 5.30pm	Self-Learning using LMS		
lr	nteractive Class with Trainer (via Zoom Online)	4 Feb 2025	8.30pm-10.30pm	Remote online learning via Zoom		
- Ir	nteractive Class with Trainer (via Zoom Online)	11 Feb 2025	8.30pm-10.30pm	Remote online learning via Zoom		
Ir	nteractive Class with Trainer (via Zoom Online)	18 Feb 2025	8.30pm-10.30pm	Remote online learning via Zoom		

<sup>\*\*</sup>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.