

FULL COURSE CIDB ASSESSMENT THROUGH METHOD 1

BATCH 2

06/05/2025 - 25/05/2025

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

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1.0 Program Outcome:

| NO | SPECIFIC CRITERIA | KSA | PROGRAM OUTCOME STATEMENT | MODULE | | | | | | | | |
|----|--|-----|--|--------|---|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Knowledgeable and Competent | KS | Facilities Management Executive who is knowledgeable , competent 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 | SA | Facilities Management Executive who is reliable, helpful and able to communicate effectively in multi-peer organizations and contribute his skills for efficient facilities management using established leadership and strategy implementation executed by his human resource administration. | | | | | | | | | |
| 3 | Contract and Finance | KA | Facilities Management Executive who demonstrate the sufficient understanding of project procurement, able to admin the contract and finance 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. | | | | | | | | | |

2.0 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 |

3.0 Course: Certified Facility Management Executive (FME)

| Module Number | Module Name | Date | Time | Remarks | | |
|---------------|---|----------------|------------------|---------------------------------|--|--|
| M01 | Introduction to Facilities Management | 6 May 2025 | 8.30am – 5.30pm | Self-Learning using LMS | | |
| M02 | Operation And Maintenance (O&M) Coordination | 7-8 May 2025 | 8.30am – 5.30pm | Self-Learning using LMS | | |
| M03 | Leadership & Strategy Implementation | 9-10 May 2025 | 8.30am – 5.30pm | Self-Learning using LMS | | |
| M04 | Finance Administration | 11-12 May 2025 | 8.30am – 5.30pm | Self-Learning using LMS | | |
| M05 | Communication | 13-14 May 2025 | 8.30am – 5.30pm | Self-Learning using LMS | | |
| M06 | Human Resource Management | 14-15 May 2025 | 8.30am – 5.30pm | Self-Learning using LMS | | |
| M07 | Contract Administration | 16-17 May 2025 | 8.30am – 5.30 pm | Self-Learning using LMS | | |
| M08 | Quality Control and Legislation Coordination | 18-20 May 2025 | 8.30am – 5.30pm | Self-Learning using LMS | | |
| M09 | Project Management | 21-25 May 2025 | 8.30am – 5.30pm | Self-Learning using LMS | | |
| lr | nteractive Class with Trainer (via Zoom Online) | 6 May 2025 | 8.30pm-10.30pm | Remote online learning via Zoom | | |
| lr | nteractive Class with Trainer (via Zoom Online) | 13 May 2025 | 8.30pm-10.30pm | Remote online learning via Zoom | | |
| lr | nteractive Class with Trainer (via Zoom Online) | 20 May 2025 | 8.30pm-10.30pm | Remote online learning via Zoom | | |

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

4.0 Mode of Class

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.