



an eegis company

بروجاكس للتدريب والتطوير
Projacs Training and Development

Operations & Maintenance Contracts Supervision and Successful Management Skills

متابعة تنفيذ عقود التشغيل والصيانة وإنجاز المهام الإدارية
بفعالية

09 – 20 August 2021

London / United Kingdom



Introduction

Due to the significant growth of the construction industry, many buildings, infrastructure and other types of projects have been constructed and completed to improve the quality of human living. The completion of such projects opens new crucial windows of problems for some and opportunities for others. Problems have been reported on the lack of knowledge and skills to properly execute the maintenance and operation contracts of these multi-million dollars facilities. The knowledge in coordinating and overseeing a safe, secure, and environmentally-sound operations and maintenance of these assets in a cost effective manner is vital in the long-term preservation of the asset value. Smooth operation and maintenance services would ensure that the facilities are operated and maintained to maximize their usage economically and for pleasant use by occupants.

This course which is conducted in English, is delivered to provide an understanding of the concept of operations and maintenance and the efficient management of related contracts. The course has been divided into the following sections: Decision Making and Thinking Theory, Overview of Asset and Facility Management, Theory and Concept, Facilities Management, Facilities Planning and Design and Operations Management Implementation.

This course also offers an extensive training on Excellence in Business Management and Creative Leadership in the 21st Century. This section of the course will provide the most comprehensive training on leadership effectiveness in formal organizations with practical suggestions for improving leadership skills. It introduces The Nature of Leadership, The Nature of Managerial Work, Perspectives on Effective Leadership Behavior, Participative Leadership, Delegation, and Empowerment, Managerial Traits and Skills Theories of Effective Leadership, Leading Change in Organizations, Leadership in Teams and Decision Groups, Strategic Leadership by Top Executives and Developing Leadership Skills to develop world class Organization

Who Should Attend?

- Project Directors, Construction Managers and Facility Managers
- Project Managers, Senior Managers and Quantity Surveyors
- Managers and Technical personnel working in Consultants, Contractors and Suppliers organizations
- Plant and Building Supervisors and Managers
- Policy makers responsible for development and implementing national sustainable development strategies, and
- Researchers and academics involved in the construction and building industries

Course Outline

Day One

Overview of Asset and Facility Management theory and concept

- Understanding Asset Life Cycle
- Operation & Maintenance versus Facilities Management
- Asset and Facilities Management Challenges and Future Trend

Day Two

Facility Planning and Design

- Service Delivery Philosophy and Strategy
- Implementation Plan, Cost Strategy and Organization Structure
- Integrating Sustainable Development in FM

Day Three

Problem Solving-Decision Making and Thinking Theory

Day Four

Asset and Facilities Management

- Facilities Management
- Key Aspects of Facility Planning and Design
- Developing Operation Strategies

Day Five

Operations Management Implementation

Day Six

WEEKEND

Day Seven

WEEKEND

Day Eight

- The Management Process
- Planning
- Organizing
- Leading
- Control
- Nature of Managerial Work
- Creativity

Day Nine

- Innovative Leadership
- The Nature Of Leadership
- The Nature of Managerial Work
- Effective Creative Leadership
- Change Management
- Productive Performance Appraisal
- Delegation and Empowerment

Day Ten

- Organizational Behavior
- Multi Culture
- Diversity
- Effective Communication
- Leadership in Teams
- Leadership in Decision Groups

Day Eleven

- Leadership Styles
- Followers Types
- Developing Leadership Skills
- Competent Leadership
- Leadership Dimensions
- Leadership in the 21st Century

Day Twelve

- Managerial Grid Styles
- Creativity
- Innovation
- Critical Thinking
- Emotional Intelligence
- The Habits of Highly Effective Leaders and Managers

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

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|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **8,500USD**
**VAT is Excluded If Applicable*