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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Facility Operation and Maintenance Executive Program

البرنامج التنفيذي في تشغيل وصيانة المرافق

19 – 23 October 2020

Kuala Lumpur / Malaysia

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



## Introduction

Due to the boom in the construction industry, many buildings, infrastructure projects plants and other types of projects related to improvement in human living have been completed. Completion of such projects opens new windows of problems for some and opportunities for others. Problems have been reported on the lack of knowledge to properly execute the maintenance and operation contracts of these multi-million dollars facilities. 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.

## Who Should Attend?

A set of experienced professionals will share their knowledge and experience that would benefit participants of this program. The program exposes participants from property owners and managers, facility managers, building maintenance executives and managers on how to manage their properties in the most efficient manners.

## Course Outline

### Day One:

- The 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 Organisation Structure
- Integrating Sustainable Development in FM

### Day Three:

- Decision Making and Thinking Theory
- Framework of Thinking Skills and Decision Making.
- Divergent and Convergent Thinking in Decision Making.
- Critical Constructive Thinking in Decision Making.

### Day Four:

- Asset and Facilities Management
- Facilities Management
- Principles and Techniques
- Key Aspects of Facility Planning & Design

### Day Five:

- Operations Management and Implementation
- Understanding Operations and Maintenance Management
- Analyzing Operation Processes
- Developing Operation Strategies
- Program Summary and Award of Certificates

## 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:**

- |                     |                  |
|---------------------|------------------|
| • 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\*

- **2,950USD**  
*\*VAT is Excluded If Applicable*

## المقدمة

بسبب الطفرة في صناعة البناء ، والعديد من المباني، تم الانتهاء من مشاريع البنية التحتية وأنواع أخرى من المشاريع ذات الصلة لتحسين معيشة الإنسان. والانتهاء من هذه المشاريع يفتح نوافذ جديدة من المشاكل للبعض والفرص للبعض الآخر. وقد أبلغ عن مشاكل في نقص المعرفة لتنفيذ عقود الصيانة بشكل صحيح وتشغيل هذه المرافق المتعددة والتي تصل تكلفتها الي مليون دولار. التشغيل وخدمات الصيانة وضمان تشغيل المرافق وصيانتها لتعظيم استخدامها اقتصاديا وتعزيز الإستخدام من قبل شاغليها.

## الحضور

البرنامج يستهدف مجموعة من المهنيين ذوي الخبرة وسيتم تبادل المعرفة والخبرة التي يمكن أن تستفيد منها. كذلك أصحاب الممتلكات والمديرين ومديري المرافق، و مديري البناءالتنفيذيين ومديري الصيانة .