

FMP

Facilities Management Programme

Windhoek, Namibia

(5 DAY CLASSROOM BASED SHORT COURSE)

18-22 November 2024



CEA
CAREER EXCEL ACADEMY



THE ASSOCIATION OF THE NAMIBIAN
PROPERTY INDUSTRY (NPA)

AIM OF THE COURSE

The Facilities Management Programme (FMP) is an intensive course structured to serve all built environment practitioners. It is aimed at people in first and middle management positions. This course is structured to enhance innovative thinking and entrepreneurship. It is not recipe based, but strongly focussed on innovation and career development.

We teach people to think creatively. Private sector practitioners as well as the public sector have substantially benefitted from this course over the years.

More than 1,300 delegates, including persons from other countries, have attended this course, many of whom have established lucrative FM career paths.

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TOPICS DISCUSSED

- Facilities Management defined
- Body of knowledge/competencies
- Structure of the built environment
- General and strategic management
- Business plans
- Space creation and management
- Administration, information and communication technology
- Building information modelling and facilities management computerisation
- Asset and property management
- Financial management
- Operational management
- The client, service level agreements and (post) occupancy management
- Benchmarking and performance management
- Services: outsourcing/in-house provision
- Condition assessment and maintenance budgeting
- Maintenance management
- Pest control
- Built environment terminology

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INFORMATION AND REGISTRATION

Kindly complete the attached application form and submit to info@npa.com.na



+264 61 423201



www.npa.com.na



info@npa.com.na

Our continuous quality management and evaluations obtained from delegates consistently reflect that our FMP courses are excellent learning experiences.

Enhance your career prospects now!

CEA is provisionally registered with the Department of Higher Education and Training until 31 December 2025 as a private higher education institution under the Act. Registration certificate No.2022HE07/004.

TOPICS DISCUSSED (Continued)

- Intelligent, energy efficient and green buildings
- Passive environmental control
- Facilities Management legal environment:
- Law of contracts; dispute resolution; Lease agreement; Leasing of space; Delict and the facilities manager
- Marketing and public relations
- Human resources
- Communication
- Occupational health and safety
- Risk management
- Regulatory environment
- Facilities manager as project manager
- Total quality management
- Public/private partnerships
- Facilities management
- Education, innovation & research

STRUCTURE & CONTENT

The FMP has been structured to provide delegates with a thorough understanding of facilities management and the application thereof in practice. The course distinguishes between asset management, property management, facilities management, maintenance management and equips delegates with a knowledge base suitable for structuring and executing a facilities management strategy.

CLASSROOM METHODOLOGY

- This programme is classroom based and will be presented over 5 days at a venue in Windhoek, Namibia.
- All the topics are dealt with by a number of experienced professionals/lecturers who will work through the fundamentals regarding each topic.
- The course content is extensive, but delegates receive comprehensive study material for utilisation when preparing the assignment, and to support future career development.
- The course is enhanced by a short open book "Knowledge Gained Survey" on the final day of the programme and the compilation and submission of a practical and own workplace applicable assignment to be submitted two months after the completion of the course.

WHO SHOULD ATTEND?

The concept and implementation of facility management has become a major service and career focus.

This course has depth, and it offers immediate practical applications that energise and build careers.

It has a proven track record that demonstrates career enhancement for persons on all levels who are responsible for the management of facilities of all types.

Candidates come from the private and public sector, many from other countries.

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Assessment

Candidates are required to submit assignments. The compilation and submission of practical and own workplace application assignments add to the personal career development of candidates. The course content is extensive, but delegates receive comprehensive study material for utilisation when preparing the assignments and to support future career development.

Certificate

Certificate of competence is issued to delegates who have completed the assignment successfully.
A certificate of attendance is issued to other delegates.

You are responsible for your own accommodation & transport.

CLASS LEARNING TUITION FEE

NPA members: N\$ 16 950.00
Non- NPA members: N\$ 17 950.00
Inclusive of all study materials